

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF MEDICINE
SCHOOL OF NURSING**

Undergraduate Student Handbook

Academic Year 2007-2008

TABLE OF CONTENTS

	Page number
Welcome-----	3
Officers, Faculty and Staff-----	4
Preface-----	5
General Information about the School of Nursing-----	5
The BSN Degree Requirements-----	6
BSN Program & Level Outcomes-----	6
Curriculum and Course Requirements-----	8
Academic Rules and Regulations-----	13
Registration-----	15
Academic Progress-----	16
Awards-----	18
Financial Aid-----	18
General Policies and Information-----	19
University Services-----	29
University Health Services -----	31
Student Extra Curricular Activities -----	32
Important Telephone Numbers-----	33

WELCOME

“Welcome to the School of Nursing. We are delighted that you have chosen to study nursing at AUB and look forward to meeting each of you. This is an exciting time for nursing—both at AUB and throughout the world.

In the field of nursing generally, nurses are taking on new—and greater—responsibilities. Although taking care of patients is still our primary responsibility, we are also playing a role in setting health care policy at the national, regional, and international levels and researching important health care issues. Here at AUB, we celebrated our 100th anniversary in 2005! We have introduced new programs and are constantly updating and revising our curriculum. Our graduates, who are heavily recruited, are working throughout the world.

This past year also marks an important milestone in the history of the School of Nursing, as we had an on site visit in May 2007 by the Collegiate Commission on Nursing Education (CCNE) that provides accreditation to nursing programs in the US. The Commission’s preliminary report stated that our BSN program meets the undergraduate education standards set by the American Association of Colleges of Nursing. We expect by October 2007 to receive the official report and hopefully become the first program outside the US to receive accreditation by CCNE.

We look forward to working with you during your time at AUB’s School of Nursing to explore the different paths from which you can choose when you graduate with a BSN degree.

We hope this handbook will be a useful guide for you—especially during the first couple of weeks when everything is so unfamiliar. If, however, you are lost or need help, please come and find us. We are eager to do whatever we can to make this a positive and rewarding experience for you.

We also welcome any comments or suggestions you might have on how we might change and improve this handbook so that it is more helpful for future School of Nursing students.

Good luck!”

Huda Abu-Saad Huijer, RN, PhD, FEANS,
Director,
School of Nursing,
AUB

OFFICERS, FACULTY AND STAFF

Officers of the School

John Waterbury	President
Peter Heath	Provost
Nadim E. Cortas	Vice President of Medical Affairs and the Raja N. Khuri Dean, Faculty of Medicine and Medical Center
Huda Abu-Saad Huijer	Director of the School of Nursing

Faculty Directory

	Room	Tel.	Email
Huda Abu-Saad Huijer, Director	216	5952	hh35@aub.edu.lb
Marina Adra	217	5961	mg00@aub.edu.lb
Mary Arevian, BSN coordinator	211	5972	mb00@aub.edu.lb
Nuhad Azoury	223	5969	nb03@aub.edu.lb
Sossy Balian	203	5960	sb02@aub.edu.lb
Jouhayna Bejjani-Gebara	208	5959	jb11@aub.edu.lb
Hani Dimassi	210	5956	hd19@aub.edu.lb
Myrna Doumit	218	5968	ma12@aub.edu.lb
Nuhad Dumit, RN-BSN coordinator	205	5955	ny00@aub.edu.lb
Laila Farhood	206	5975	lf00@aub.edu.lb
May Khoury	214	5957	mn01@aub.edu.lb
Sana Marini	204	5967	sd01@aub.edu.lb
Samar Nouredine, MSN coordinator	219	5966	sn00@aub.edu.lb
Dina Shehab, Nursing Student Society adviser	213	5958	dm01@aub.edu.lb

Staff Directory

Suzy Deuvletian, Director's secretary	215	5952	admmsg@aub.edu.lb
Ghassan Afram, Executive officer	220	5970	ga27@aub.edu.lb
Elham Rustom, Secretary	222	5950	ir03@aub.edu.lb
Janet Zeinati, Secretary	222	5950	jz03@aub.edu.lb

PREFACE

This handbook has been prepared for undergraduate nursing students to provide detailed information about the Bachelor of Science in Nursing (BSN) program at the American University of Beirut (AUB). The handbook includes guidelines to facilitate the student's progress in the program from admission through graduation.

The faculty and administration of the School of Nursing hope that the educational experience at AUB will be a rewarding and challenging experience for each student. We are here to assist students to reach their professional and educational goals.

In addition to the policies found in this handbook that are specific to the undergraduate program at the School of Nursing, the student should obtain and keep a copy of the AUB Catalogue, which contains policies and procedures that apply to all undergraduate programs in the University. We urge you to consult the catalogue and this handbook often. If you have any questions or are unsure of a particular policy, contact Mrs Mary Arevian. She is the BSN coordinator and is available to assist you.

GENERAL INFORMATION ABOUT THE SCHOOL OF NURSING

Historical Background

The School of Nursing, founded in 1905, was the first nursing school in the Middle East. The school offers courses leading to the following degrees: Bachelor of Science in Nursing (BSN), the RN-BSN degree, and the Master of Science in Nursing (MSN).

The Bachelor of Science in Nursing Program (BSN) is registered by the Department of Education of New York State (HEGIS code 1203.00). The school was evaluated May 21-23 on-site by a team from the Commission on Collegiate Nursing Education and the preliminary accreditation report stated that the BSN program complied with all four standards of Accreditation of Baccalaureate Nursing Programs set by the American Association of Colleges of Nursing.

Mission

The mission of the School of Nursing is to promote and maintain the highest educational standards of excellence, integrity, and professionalism in nursing. The school aims at providing learning opportunities that will enable the student to develop into a competent nurse able to identify needs, plan and administer nursing care independently and in collaboration with members of the health team. The emphasis in the program is on academic development and on nurturing personal attributes, such as responsibility, maturity, cooperation, self-reliance, and leadership skills. The faculty, with diverse specialties, believes that the Bachelor of Science in Nursing is the first professional degree in nursing and is the foundation for graduate studies. The nursing program is drawn primarily from the humanities and scientific disciplines, and focuses on the utilization of theory and research as a basis for practice. The faculty is committed to provide a curriculum that reflects quality and flexibility and aims at preparing accountable generalists able to provide holistic-humanistic nursing care to a multicultural clientele in various health care settings.

THE BSN DEGREE REQUIREMENTS

A student has a maximum of six (6) years to complete an undergraduate degree at AUB, if he/she enrolls as a sophomore student. You must complete all requirements for the BSN degree in order to participate in graduation activities.

Graduation Requirements

To graduate with the degree of Bachelor of Science in Nursing, you must satisfy the following requirements:

- Complete a minimum of 109 credits after the freshman year.
- Maintain an overall average of 70 in courses taken after the freshman year.
- The maximum time allowed for the completion of the degree program should be within the following specified periods, depending on the entry level:

BSN I	eight calendar years (students entering as freshmen)
BSN II	six calendar years (students entering as sophomore)
BSN III	four calendar years
BSN IV	two calendar years

Students must petition the Academic Committee for an extension of time if needed.

Undergraduate transfer students from AUB or from other recognized institutions of higher learning to the School of Nursing must also satisfy a residency requirement. If you are a transfer student, please check with the BSN coordinator or the chairperson of the admissions committee to make sure that you have satisfied all of the requirements.

BSN PROGRAM OUTCOMES

- I. Integrate knowledge from the arts, humanities, fundamental and basic medical sciences, and nursing theory in professional practice.
- II. Demonstrate competency in clinical skills and critical thinking.
- III. Utilize current research knowledge related to health promotion and maintenance, illness prevention and restoration of health of individuals, families and groups with diverse cultural backgrounds.
- IV. Demonstrate leadership skills in the care management of clients in different health settings based on current health care policy.
- V. Collaborate with other health providers to promote the well being of individuals.
- VI. Demonstrate responsibility, accountability, and continued professional development.
- VII. Participate in professional and community organizations for the promotion of the nursing profession in Lebanon and the region.
- VIII. Demonstrate effective use of personal, interpersonal and group communication skills in practice.
- IX. Espouse principles of professional ethics and personal integrity in nursing practice.

In order to achieve the BSN program outcomes upon graduation, the student is expected to achieve at the end of each class certain learning outcomes, called level outcomes).

BSN Student Outcomes: Level I (Sophomore year)

Upon completion of the sophomore year the student will be able to:

- A. Demonstrate beginning skills in effective communication
- B. Identify healthcare needs of clients based on assessment of physical, psychological, and social parameters
- C. Identify developmental milestones in relation to the health-illness continuum
- D. Provide basic nursing care based on the nursing process
- E. Demonstrate skills in searching the nursing literature
- F. Identify ethical principles that govern the nursing profession

BSN Student Outcomes: Level II (Junior year)

Upon completion of the junior year the student will be able to:

- A. Utilize the nursing process in planning the care of the clients along the health-illness continuum
- B. Provide comprehensive/holistic care to individual clients across the life span
- C. Integrate theoretical knowledge from the social and basic sciences with that of nursing as a basis for practice
- D. Appreciate the use of research in nursing practice (assessment and intervention)
- E. Demonstrate therapeutic communication skills with clients
- F. Demonstrate ability to work in groups
- G. Identify ethical principles that govern nursing practice
- H. Demonstrate responsibility and accountability for personal and professional growth

BSN Student Outcomes Level III (Senior year)

Upon completion of the senior year the student will be able to:

- A. Utilize appropriate theories and research findings from nursing and related fields in nursing practice
- B. Evaluate systematically the outcomes of care in a variety of settings based on the nursing process
- C. Apply knowledge of group dynamics while working with groups of clients, healthcare professionals and co-workers
- D. Demonstrate leadership skills in planning, managing, and evaluating care of clients
- E. Demonstrate responsibility and accountability to individuals, families, society at large, and personal professional growth and development
- F. Determine ethical, social, and political issues affecting the healthcare system in Lebanon

CURRICULUM AND COURSE REQUIREMENTS

The BSN curriculum totals 109 credits for students entering as sophomores and includes two summers of study. Students take courses in English, the Arts and Sciences, basic medical sciences, and nursing. Nursing courses include classroom teaching and clinical training in health-care settings. Two electives are included in the program, and can be taken in any topic the student chooses.

Although we usually recommend courses in health (offered in the Faculty of Health Sciences), education (offered in the Department of Education, Faculty of Arts and Sciences), nutrition (offered in the Faculty of Agricultural and Food Sciences), or psychology (offered in the Social and Behavioral Sciences Department), some students may choose courses in languages, ethics, or even poetry. The table below shows the curriculum plan, starting with the freshman year.

CURRICULUM: BACHELOR OF SCIENCE IN NURSING

Fall Semester	Cr.	Spring semester	Cr.	Summer session	Cr.
BSN I - Freshman MATH 101 Calculus & Analytic Geometry I BIOL 101 Basic Concepts in Biology ENGL 102A English Communication Skills II Natural Sciences • ELEC Elective **	3 3 5 3 <u>3</u> 17	MATH 102 Calculus & Analytic Geometry II CHEM 101 General Chemistry ARAB 101 or ARAB 102 Readings in Arabic Heritage I & II ♦ Social Sciences • Humanities •	3 4 3 3 <u>3</u> 16		
Sophomore BSN II BIOC 246 Biochemistry for Nurses ENGL 203 Academic English PSYC 202 General Psychology HUMR 246 Human Morphology for Nurses NURS 200 Introduction to Nursing	4 3 3 3 <u>2</u> 15	NURS 201 Introduction to Nursing Practice PHYL 246 Physiology for Nursing MBIM 237 Microbiology & Immunology for Nursing ENGL 204 Advanced Academic English NURS 203 Biostatistics for Nurses	3 4 3 3 <u>3</u> 16	NURS 202 Health Assessment NURS 210 Pathophysiology PSYC 229 Psychology of Development	2 2 <u>3</u> 7
Junior BSN III PHRM 240 Pharmacology NURS 300 Nursing Care of Adults I Theory and Practicum NURS 304 Nurs. Care of the Expectant Family Theory and Practicum	3 6 <u>6</u> 15	NURS 302 Nursing Care of Adults II Theory and Practicum NURS 306 Nursing Care of Children Theory and Practicum Elective	6 6 <u>3</u> 15	SOAN 201 Introduction to the Study of Society CVSP sequence I: 201, 202, 205, or 207 Elective	3 3 <u>3</u> 9
Senior BSN IV NURS 400 Critical Care Nursing Theory and Practicum NURS 402 Psychiatric Nursing Theory and Practicum * NURS 406 Nursing Research NURS 404 Nursing Informatics	6 6 3 <u>2</u> 17	NURS 408 Community Health Nursing Theory and Practicum * NURS 410 Leadership and Management in Nursing, Theory and Practicum NURS 411 Intensive Practicum in Area of Interest CVSP sequence II: 203, 204, 206, or 208	6 6 0 <u>3</u> 15	Total number of credits	109

* Offered twice a year in the senior year. ** BIOL 210 Human Biology (3 cr.) required of MATH students only.

Freshman Courses:

- Natural Sciences: BIOL 105 or 106; Chem. 102; Geol 101, 102, or 103; Phys 101, 103, or 200. • Social Sciences: Econ 103; PSPA 101.
- Humanities: Arab 101 or 102; AROL 101; CVSP 110, 111, 112, or 150; ENGL 103, 104, 105, 106, 107, or 108; Hist 101 or 102; Phil 101 or 102.
- ** Electives as necessary to add up to 30 credits in total.
- ♦ For Arabic speaking students. For others credits have to be replaced by an elective.

Course Descriptions

Nursing courses are numbered according to level and normally follow a sequence. Below is a list of all undergraduate nursing courses. To the right of the course title is a set of 3 numbers that indicate the following:

- The first number following the title of a course indicates the number of class hours per week.
- The second number indicates the number of clinical hours per week. (Please note that not all courses include clinical hours.)
- The third number indicates the number of credit hours applied toward graduation.

NURS 200 Introduction to Nursing 2.0; 2 cr.

Introduces concepts basic to the nursing profession. The nature of nursing as a profession, its past, present, and future, are studied with a focus on the role of nurses in meeting the health needs of humanity throughout the health-illness continuum. *Fall.*

NURS 201 Introduction to Nursing Practice 2.2½; 3 cr.

This course introduces students to concepts and interventions basic to nursing practice. The course uses the nursing process as the organizing framework, and the concepts of health, nursing, client and environment are integrated throughout. Performance of basic client care skills will be emphasized, including the scientific rationale for both health promoting and health restoring nursing interventions. *Prerequisites: NURS 200 and HUMR 246. Spring.*

NURS 202 Health Assessment 1.3; 2 cr.

The course focuses on assessment of health across the life span and provides the student with the knowledge and skills needed to assess the health status of individuals from infancy till old age. Emphasis is placed on assessment of the physical, psychosocial, and cultural dimensions of the individual. The course includes lectures and practical experiences in the assessment of individuals to identify normal and abnormal findings. *Prerequisite: NURS 201 and MBIM 237. Summer.*

NURS 203 Biostatistics for Nurses 3.0; 3 cr.

This course is designed to introduce the BSN students to the concepts and applications of statistics in the nursing field. The course starts with a general overview of probability, types of data, and ways to summarize and present them. The course then introduces the concept of hypothesis testing and the methods to carry them. Applications on the computer using the SPSS software is discussed in class. *Spring.*

NURS 210 Pathophysiology 2.0; 2 cr.

This course focuses on the biologic alterations that affect body dynamic equilibrium or homeostasis. The content of this course is organized into three areas of focus based on the health-illness continuum: 1) control of normal body function; 2) pathophysiology or alteration in body function; and 3) system or organ failure. *Prerequisites: BIOC 246, HUMR 246, PHYL 246, and MBIM 237. Summer.*

NURS 300 Nursing Care of Adults I, Theory and practicum 3.9; 6 cr.

This course covers scientific principles in the care of adults presenting with medical-surgical problems. This course builds on the framework of man, environment, health

and nursing. The practicum provides students with opportunities to apply knowledge in clinical practice. *Prerequisites: NURS 202, NURS 210. Fall.*

NURS 302 Nursing Care of Adults II, Theory and practicum 3.9; 6 cr.

This course is a continuation of NURS 300. Emphasis is placed on the following dysfunctions: metabolic and endocrine, neurologic, eye ear nose throat, renal and urinary, integumentary, hepatic and biliary, rheumatic, as well as the infectious process. *Prerequisites: PHRM 240, and NURS 300. Spring.*

NURS 304 Nursing Care of the Expectant Family, Theory & Practicum 3.9; 6 cr.

This course focuses on reproductive health, from conception to the neonatal period. The content stresses the nurse's role in reproductive health and risk. The practicum provides clinical application of knowledge, focusing on women in the childbearing cycle, the newborn, and families as clients in the hospital and outpatient settings. *Prerequisites: NURS 202 and NURS 210. Fall.*

NURS 306 Nursing Care of Children, Theory and Practicum 3.9; 6 cr.

This course focuses on the care of children, from infancy through adolescence. Topics include ambulatory and in-patient care, as well as primary, secondary and tertiary care. The practicum provides the students opportunities to assess health needs of and children based on knowledge of growth and development, and to implement nursing care, based on the nursing process. The roles of nurse as teacher, patient advocate and nurturer are emphasized. *Prerequisites: PHRM 240, NURS 304, and PSYC 229. Spring.*

NURS 400 Critical Care Nursing, Theory and Practicum 3.9; 6 cr.

This course focuses on the care of clients with critical care problems. Emphasis is placed on cardiovascular and respiratory problems, neurologic disturbances, shock, sepsis, metabolic and endocrine imbalances, altered nutrition, renal failure, emergency and disaster nursing. The practicum provides opportunities to apply knowledge in clinical settings. *Prerequisites: NURS 302. Fall.*

NURS 402 Mental Health and Psychiatric Nursing, Theory & practicum 3.9; 6 cr.

This course provides the mental health setting for self-awareness and therapeutic use of self in effective communication. The holistic philosophy of clients as bio-psycho-social entities is stressed in both mental health and mental illness. General theories of psychiatry and mental health therapies are presented. The practicum provides clinical experience in psychiatric-mental health settings. Emphasis is placed on the quality of coping abilities of clients in varying degrees of stress and crisis, With experiences in working with multi-disciplinary health teams to assess, plan, and implement relevant nursing interventions. *Prerequisites: Senior standing, SOAN 201, and PSYC 202. Fall and spring.*

NURS 404 Nursing Informatics 2.0; 2 cr.

This course focuses on the history of health care informatics, basic informatics concepts, and health information management applications. The student will progress along a continuum: from developing knowledge and understanding of basic concepts and methods of health care informatics, to learning about specific information management applications in health care administration, practice, education and research, and finally to a hands-on experience with a specific application of his/her own choosing. *Prerequisite: Senior standing. Fall.*

NURS 406 Nursing Research**3.0; 3 cr.**

The course focuses on the process involved in the scientific approach and its application to nursing. Special emphasis is on basic research steps, the research design, assessment measures, and data analysis, with a focus on research utilization. *Prerequisites: senior standing, EPHD 201 and EPHD 202. Fall.*

NURS 408 Community Health Nursing, Theory and Practicum 3.9; 6 cr.

This course provides knowledge in the broad area of the field of nursing, public health, and primary health care. The levels of primary concern are the small group, including the family and its individual members, and the large group, including the community. The practicum provides field practice through collaboration with other health professionals in primary care settings, with focus on the health promotion, maintenance, and the prevention of illness and disability. *Prerequisites: senior standing. Fall and spring.*

NURS 410 Leadership & Management in Nursing, Theory & Practicum 3.9; 6 cr.

This course discusses how professional nursing incorporates the concepts of leadership, management, creativity, analysis, power, change, and evaluation. In this course students investigate, analyze, and conceptualize the different modalities of leadership, utilizing nursing and management theories. The practicum allows students to explore their role as potential leaders. Students observe and assist in the practice of different modalities of leadership and managerial skills in a variety of health care settings. *Prerequisite: Senior standing. Spring.*

NURS 411 Intensive Practicum in Area of interest**0.9;0 cr.**

This course focuses on preparing students towards their transition to professional nursing practice. Opportunities are provided for students to synthesize knowledge and refine skills acquired in the planning, provision and evaluation of nursing care, communication, and interdisciplinary practice in a clinical area of their interest. Consent of instructor is required for the site of clinical practice. *Prerequisite: Senior standing. Spring.*

ACADEMIC RULES AND REGULATIONS

Categories of Students

Full-Time Students

To be considered a full-time student, a student must carry a minimum load of 12 credits per semester. (Students can register for up to 17 credits per semester.) During the summer session, full-time students are required to take 9 credits. Registering for more than 17 credits (or 9 credits during the summer) requires the approval of the School of Nursing Director.

Part -Time students

These include the following categories:

- AUB staff members who are working toward a degree.
- Those who need to complete less than 12 credits for an undergraduate degree.
- Those who are granted permission by the appropriate faculty committee for health or family reasons to take less than a full course load.

Supervision

Each student will be assigned an academic adviser in his/her first semester who will guide the student on academic matters throughout his years of study. The adviser must be consulted and approve the student's schedule each semester. Students can find out the name of their advisers on the Student Information System (SIS).

Attendance

Classes and Laboratories

- **Students are expected to attend all classes, laboratories, and any other required activities.** Absence of students, whether excused or not, from any class or laboratory session does not excuse them from their responsibility for the work done or for any announcements made during their absence.
- Students who absent themselves during a semester for more than one fifth of the number of lectures of any course lose all credit for the course.
- Students may not be excused from laboratory and field requirements. All missed clinical and field requirements must be made up. In case of repeated absences from clinical courses, over one fifth of the total hours, the student may be asked to drop the course.
- A student who withdraws from a theory nursing course has to withdraw from the corresponding clinical course.

Examinations and Quizzes

- Students may not absent themselves from announced final examinations and quizzes unless they present an excuse considered valid by the coordinator of the course. The course coordinator may then require the student to take a make-up examination.

- Students taking non-nursing courses from the other faculties of the University are required to follow the attendance regulations of that faculty.

Computer Literacy

Undergraduate students are expected to have a basic level of computer literacy. Ability to use Microsoft Word and Power Point programs is a minimum requirement, since most courses require term papers and oral presentations. If you feel that you are weak in this area, please take advantage of the various free computer programs that the Academic Computing Center offers throughout the year. You can reach the computing center through the AUB website or by calling 2599.

Grading System

- The School of Nursing uses the following grading system:

90–100	Outstanding	I	Incomplete
85–89	Excellent	P	Pass
80–84	Very Good	PR	In Progress
75–79	Good	W	Withdrew
70–74	Fair	X	No Grade
60–69	Weak – This is not a passing grade in nursing courses.		
Below 60	Fail		

- The passing grade in all nursing courses is 70.

Incomplete Grades

- Incomplete course work will be reported as an “I” followed by a numerical grade that reflects the evaluation of the student available at the end of the semester.
- To secure permission to complete the work for a course, a student must submit a valid excuse to the instructor of the course and the Academic Committee within two weeks from the date of the final exam for the course.
- Students permitted to complete work for a course must do so within **four weeks** from the start of the next regular semester. When the incomplete work has been completed and evaluated by the instructor, the director of the school (upon the recommendation of the Academic Committee) will consider changing the course grade. If this is done, a new grade will be reported to the Office of the Registrar.
- If no valid excuse is presented and the work is not completed within the time limits specified above, the “I” will be dropped, and the numeric grade available becomes the final grade in the course.

REGISTRATION

Academic Year

The academic year at AUB is divided into two semesters, fall, and spring, followed by a summer session. Each semester has a reading period and a final exam period, followed by a break before the next semester.

Course Registration

New students should register on-line via the Internet in September prior to the start of the academic year. The registration procedure is explained during the orientation week that is usually held during September.

Drop and Add

After the start of classes, at a date indicated in the university calendar, students may make changes in their schedules through a process known as "Drop and Add". After obtaining the approval of their advisers, students may change their courses. Depending on the changes that are made, students may need to settle their accounts at the Office of the Comptroller to adjust their tuition fees according to the final number of credits registered.

Payment of Fees

Each AUB student must pay all his/her tuition fees and other charges levied.

1. All students must finalize registration, including payment of tuition fees according to the academic calendar for the first and second semesters. Under special circumstances, late registration will be permitted during a period of no more than five working days after the announced deadline, but subject to a late registration fee (100, 000 L.L. for new students and 150, 000 L.L. for old students for the fall or spring semester; 50, 000 L.L. for the summer session).
2. Students who demonstrate financial need may make formal application for deferred payment arrangements for tuition fees to the Office of the Comptroller according to the academic calendar for the first and second semesters. These students are still required to complete all registration formalities within the set deadlines. Deferred payments are not permitted for the summer session in any faculty.
3. A student who applies for deferred payment must pay at least 50% of the net amount of tuition due. All other charges must be paid in full with no deferrals by the set deadlines. A student must pay a deferred payment application fee of \$33, whether approved or not.
4. Every student granted deferred payment must sign a statement indicating agreement that failure to complete payment by the set deadline will result in receiving no credit for the semester in which the student failed to pay.

Students are expected to meet all financial obligations by the set deadlines. The University reserves the right to place a hold on the student's record that will prevent registration for future semesters and the release of transcripts and diplomas, as well as access to other University services, if he/she fails to promptly meet his/her financial obligations to the University.

Please consult the Office of the Registrar (ext: 2570 /2571) or the Registrar's website: <http://staff.aub.edu.lb/~webregist/> for up-to-date schedules for registration and payment of fees.

ACADEMIC PROGRESS

Promotion

Students shall be promoted at the end of the summer session after completion of 30 or more credits in the prior year. To be promoted, students must have a minimum average of 65 in the sophomore year and 70 in the junior and senior years.

Placement on the Dean's Honor List

To be placed on the Dean's Honor List at the end of a semester a student must:

- Be a fulltime student (registered at least twelve credits of new courses other than those repeated)
- Not be on probation.
- Have passed all courses taken during the semester, have an overall average of 80, and rank in the top 15% of the class.
- Not have been subjected to any disciplinary action within the University.

Placement on Probation

A student will be placed on probation for any of the following reasons:

- If the student has failed two or more courses at the end of a regular semester
- If the student does not attain the minimum required semester average of
 - 65 for BSN II, or
 - 70 for the BSN III and BSN IV years

Students in their freshman and sophomore years will be placed on probation at the end of their first semester **only** if they fail in one-half or more of the credit hours carried.

These regulations do not apply to part-time students until they have completed at least 12 credits. For part-time students, a semester is defined as the consecutive courses totaling 12 credits.

Removal from Probation

Action to remove probation at the end of a semester will be taken provided the full-time student:

- has passed all courses taken during the semester;
- achieved the minimum required average for that semester; and
- achieved the minimum yearly average required.

A student is expected to be removed from probation within two regular semesters.

Repeating Courses

- A student may repeat a course with the consent of the adviser and course coordinator.
- A student must repeat all required courses that he/she fails.
- When a course is repeated, the highest grade obtained will be considered in the calculation of the cumulative average.
- In exceptional cases, a student may be allowed to take a make-up exam for a course failed, within four weeks from the start of the next regular semester. S/he must have the approval of the course coordinator and the Academic Committee in order to do this.

Repeating the Year

The Academic Committee may require a student to repeat the year if he/she

- Fails in one-third or more of the credit load attempted during that year; or
- Fails to remove probation within two semesters; or
- Fails to obtain the minimum yearly average.

A student repeating the year must register for a full load and repeat all courses in which he/she has scored below the minimum required for that year.

Dismissal from the School of Nursing

A student may be dismissed by vote of the faculty upon the recommendation of the Academic Committee if he/she

- fails to remove probation within two regular semesters;
- fails in one-third or more of the load attempted during that year and fails to attain the minimum yearly average;
- fails to satisfy the requirements of a repeated year; or
- is not making satisfactory academic progress, has not shown sufficient professional promise, or has behaved in a manner below the norms expected by the school.

Application for Readmission

When, in accordance with university regulations, a student is dropped, the implication is that the student is not qualified to continue his/her education at the School of Nursing. Consideration for readmission is given for one of the following reasons:

- If the student was not able to do his/her work efficiently because of health reasons. In such cases, the school will require a medical report from the university physician.
- If the student's adviser or a faculty member or administrative official of the University knows of certain family problems that may have influenced the academic achievement of the student.
- If, after spending one or two years at another institution, the student is able to present a satisfactory record and recommendation.

Ordinarily, supporting documents for the first two reasons must be presented within 30 days of when the student is dropped from the school, but in exceptional cases this presentation may be made at the beginning of the following regular semester.

If a student is on probation and leaves the University after the tenth week of the semester, the Academic Committee will decide whether he/she may be allowed to return to the University.

AWARDS

A number of awards are given to students who demonstrate exceptional academic achievement. The awards and related criteria are:

Penrose Award

This is a non-cash award that is made to an outstanding graduate of the school on the basis of scholarship, character, leadership, and contribution to university life.

Women's Auxiliary Awards

Cash and certificate awards are granted to senior students who meet the following criteria: academic achievement, professional integrity, seriousness of purpose, contribution to professional and university life, and willingness to work at the AUB Medical Center after graduation. The awards are:

- Emily Asfour
- Mary Crawford (Florence Nightingale)
- Poppy Haddad
- Alexandra Jureidini
- Najla Morston
- Henriette Sabra
- Hanneh Shahine
- Ann Smith

Lions Award

This is a non-cash award, granted to a student who has been commendable for academic achievement and professional integrity.

Women's Auxiliary Contracted Scholarship: Annette Hajjar Scholarship.

The recipient of this award is required to work at the AUB Medical Center for a period of two years.

FINANCIAL AID

AUB offers financial aid to qualified students in the form of need-based financial aid grants, merit scholarships, and student work-study. Nursing students can also apply for a bank loan through the Office of Financial Aid.

Students applying for financial aid for the first time may obtain applications from the Office of Financial Aid in West Hall. Applications must be submitted before the deadline, which can be found at the website: <http://staff.aub.edu.lb/~webfaid/> Financial need is assessed for each student annually on the basis of factors such as family income, number of siblings enrolled in school/university, assets such as home(s), and other property, and major changes in financial status. Financial need is a necessary—but not a sufficient condition—for an award. Students with high need and excellent scholastic achievement records are more likely to receive awards than students with low need and average scholastic records.

GENERAL POLICIES AND INFORMATION

Academic and Professional Integrity

The School of Nursing follows AUB policy regarding the academic conduct of students. **The faculty and staff at the School of Nursing take all issues related to academic and professional integrity extremely seriously.**

Students are expected to have high standards of integrity in both the clinical and academic settings. Integrity is a reflection of self-respect and is demonstrated by a student's behavior in class and in the clinical setting.

Academic integrity and honesty are central components of a student's education. Ethical conduct at the University will be carried into the student's professional career. Academic dishonesty, including but not limited to cheating and plagiarism, is deplored and not tolerated. Any act of cheating may be ground for probation, suspension, and/or expulsion from the school. Any act for plagiarism may be grounds for a failing grade on the paper and in the course. In addition, other sanctions may be imposed by the school for acts of academic dishonesty.

In clinical settings, students are expected to protect patients' confidentiality, and to be honest in any documentation regarding the patient's condition and their own assessment and interventions. Students are expected to maintain high professional standards, including being physically, intellectually, emotionally and academically prepared when caring for patients.

Student Code of Conduct (<http://pnp.aub.edu.lb/general/conductcode/index.html>)

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the dean of the faculty or school to which the student belongs. Misconduct that is clearly non-academic falls under the jurisdiction of the dean of student affairs who will take the necessary action in consultation with the dean(s) of the faculty or school to which the student belongs.

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

I. Definitions of Misconduct

A. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

1. Cheating¹

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

2. Plagiarism²

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism.

3. In-Class Disruption

Students in class are expected to behave appropriately, and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

4. Dishonesty³

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category than cheating or plagiarism. These kinds of dishonesty include (but are not limited to) the following:

- a. Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due date for an assignment, or in explaining an absence).
- b. Forging parts of, or signature on, official documents (including both, university documents and relevant outside documents, such as doctors' notes).
- c. Taking credit for work in a team-project when little or no contribution to the work of the team has been made.
- d. Stealing or damaging library books.
- e. Unlawfully copying computer software.
- f. Engaging in bribery of any kind.

¹ Adapted from the Villanova Academic Integrity Code.

² Adapted from the Modern Language Association Style Manual and Guide to Scholarly Publishing, as found on Duke University's web page.

³ Adapted from the Villanova University Academic Integrity Code.

B. Non-Academic Misconduct

1. Disruption/Obstruction

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the dean of student affairs before doing so. The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the dean of student affairs, or, if needed by the Board of Deans or the president, it may become necessary for the dean of student affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or 'strikes' is strictly prohibited. This includes, but is not limited to: disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be impeded from going to their places of work.

2. Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the dean of student affairs. The campus protection office will remove from display any such unauthorized material.

3. Theft

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

4. Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to, the following, are subject to disciplinary procedure:

- a. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.

- b. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- c. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.
- d. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
- e. Appropriating, or attempting to appropriate or possess, private property, without the consent of the owner or person legally responsible.
- f. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

5. Mental or Physical Harm

Acts that inflict mental or physical harm are prohibited, including the following:

- a. Engaging in physical aggression including, but not limited to, assault.
- b. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
- c. Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.
- d. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.
- e. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

6. Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm. Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to

use, any illegal drugs, narcotic or hallucinogenic, on campus or at any university-authorized event off campus.

7. Discrimination and Harassment

Students are not allowed to discriminate on the basis of race, gender, age, religion, national origin, ethnic origin, marital status, mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (refer to the University Policy Against Discrimination and Harassment).

8. Smoking and Alcohol

The consumption of alcohol, on campus, by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the student dormitories, as may be designated from time to time by the dean of student affairs (refer to the University Policy on Smoking). Students must abide by the following:

- Smoking is not permitted in any University building, including the Medical Center, except for private residences and student dormitory rooms, as may be designated by the Dean of Student Affairs. Smoking is prohibited in all dormitory common rooms, corridors, lavatories, and other public spaces. Smoking is prohibited in all university vehicles.
- Persons smoking in outside open areas, or in private residences, or in designated dormitory rooms where smoking is permitted, are required to ensure that smoking materials are disposed of in a tidy and safe manner. On no account are cigarette butts to be disposed of on the ground or thrown into the wooded or landscaped areas.
- All persons on AUB property are expected to respect this Smoking Policy. Breaches of the Policy should be reported to the Environmental Health and Safety Center, extension 2360. Persons who are found to have breached the Policy will be subject to disciplinary actions.

9. Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

10. Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUB access is prohibited (refer to the University Policy on the Use of Computers).

II. Jurisdiction over Violations

AUB holds all students responsible for actions occurring on campus and at the AUB Farm, the AUB medical center, and university-authorized events.

Students attending an off-campus function as representatives of the University (such as, but not limited to, students serving on academic or athletic teams or engaging in club activities) are subject to disciplinary sanctions for violations of this code.

III. Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

A. Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a grade of zero on the exam or assignment where the violation occurred.

When the instructor has taken disciplinary action, he or she should send a letter to the Student Affairs Committee in the faculty or school in which the student is enrolled, informing that committee of the incident and the action taken. A copy of the letter will be placed in the student's file, as well as forwarded to the student's advisor for follow-up.

B. Non-Academic Misconduct

Violations of a non-academic nature are the responsibility of the dean of student affairs, in consultation with the dean of the faculty or school in which the student is enrolled and, as necessary, the chief of campus protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution.

C. List of Primary Disciplinary Actions

Documentation of disciplinary actions, other than suspension and expulsion, will not become part of the student's permanent record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the

respective dean, for a period of up to four years after the student graduates or ceases to be a student.

Range of Actions

Informal Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be recorded in the respective dean's records and the student will be documented.

Examples: *Littering and smoking in prohibited areas.*

Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. The reprimand will be kept in the respective dean's records.

Examples: *Inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact.*

Dean's Warning

This will be in writing. Only two Dean's Warnings are allowed in a student's academic career at AUB. It is recommended that any violation of university regulations after the second Dean's Warning results in consideration of suspension. Such a warning is kept in the file of the student and the respective dean's records.

Examples: *Plagiarism, academic dishonesty, disruption-obstruction, mental or physical harm, discrimination and harassment.*

Suspension

This will be in writing and will form part of the student's permanent record. A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee.

Examples: *Cheating, theft, and destruction of property.*

Expulsion

This will be in writing and will form part of the student's permanent record. Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University.

Examples: *Academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.*

N.B. Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.

D. Required Withdrawal from Campus Pending Hearing

In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to withdraw from the campus, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.

E. Secondary Disciplinary Actions

In addition to the disciplinary actions listed above, the following secondary disciplinary actions may be imposed upon those who violate the Student Code of Conduct. Secondary disciplinary actions may be of an academic or non-academic nature.

Secondary Disciplinary Actions – Academic

The student may be prohibited from participating in the work study program.

The student may be prohibited from receiving any form of financial aid, scholarship, or monetary award.

The student may be prohibited from receiving any form of honor, merit award, or other academic recognition award.

The student may be prohibited from holding a graduate assistantship.

The student may be given a failing grade in a course or a test or any other form of academic assessment.

Secondary Disciplinary Actions – Non-Academic

The student may be prohibited from representing AUB in any official role, activity, or event.

The student may be prohibited from serving as an officer of any AUB organization including club, team, or society.

The student may be prohibited from living in any AUB hall of residence or similar facility.

The student may be strongly advised to attend treatment or counseling as determined by the director of the counseling center, in consultation with the dean of student affairs.

The student may be required to make financial restitution.

The student's case may be referred to an external agency for further action (this could include the filing of criminal charges).

IV. Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official. Academic violations shall be forwarded to the dean of the faculty to which the student accused of the violation belongs. Non-academic violations shall be referred to the dean of student affairs. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

V. Formal Hearing by the University Disciplinary Committee

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

VI. Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the faculty or school regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the dean of student affairs or the dean of the faculty or school to which the student belongs:

1. Procedural error
2. New evidence
3. Unsupported conclusion
4. Disproportionate sanctions

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

Students Rights and Responsibilities

Students are members of the academic community and are also citizens. As citizens, students enjoy the same freedom of speech and right to petition that all citizens enjoy. Students have the responsibility to know and obey Lebanese law and the laws of the University. It is the responsibility of the student to know institutional regulations, policies, and established guidelines as stated in this handbook and in the University Catalogue. Students are accountable for their behavior at all times. Students have the right to freedom from discrimination on the basis of race, color,

religion, sex, and age. Students have the right to be informed, in writing, of the expected behaviors and standards by which they will be evaluated prior to participating in classrooms and clinical activities. Students have the right to academic evaluations which are not prejudiced and which are based on stated course requirements. As members of the academic community, students are free, individually or collectively, to voice constructive criticism through identified channels on issues of institutional policy, curriculum, and matters of general interest to the student body without fear of reprisal.

While under the direct supervision of an instructor, students also have the right to adequate safety precautions provided by the School of Nursing. Students also have the right to negotiate participation in clinical situations which they feel are threatening to their personal health or life. Students, individually or collectively, have the right to expect, within a reasonable length of time, feedback concerning all student related issues presented to the faculty.

Getting in Touch with the Right People at the School of Nursing

Students are encouraged to communicate any concerns they might have to the appropriate persons. Issues related to a particular course are best discussed with the course coordinator. Problems with a student's academic progress should be followed up with the assigned advisor. Students may discuss issues related to a particular class with their advisers. There is one class advisor for each of the three years: BSN II, BSN III, and BSN IV. If the student cannot resolve problems with the course coordinator, adviser, or class adviser, he/she should talk to the BSN coordinator. If necessary, issues are referred to the director of the school.

Freedom in the Classroom

Students are responsible for the content of the courses in which they enroll. They are also free to take reasoned exception to the data or views offered in any course of study, and reserve judgment about matters of opinion.

Students are responsible for complying with standards of academic performance required by each course in which they are enrolled. Such standards shall be communicated clearly in writing on or before the first meeting of each course. Students should have protection against prejudiced, arbitrary, and capricious academic evaluation.

Student Representation on School of Nursing Committees

Student representation on School of Nursing committees is encouraged. Students can request that items be placed on the agenda of any School of Nursing committee for discussion.

UNIVERSITY SERVICES

University Libraries

The AUB library system consists of two main libraries: the University Libraries and Saab Memorial Medical Library.

The University Libraries include the Jafet Memorial Library (the Central Library) and two branch libraries: the Engineering and Architecture Library, and the Science and Agriculture Library with its annex AREC (Farm) Library.

The University Libraries are currently open 90 hours per week. The schedules of the libraries differ. Refer to the AUB website, click on libraries, in order to know the opening hours. Librarians also send regular emails regarding changes in their operating hours in the various semesters and during holidays. All libraries have photocopying machines that are available for student use. A card containing 100 photocopying units may be bought for 5,000 LL in vending machines located in each library. Photocopying is also offered at the University Book Store for a small fee.

The Saab Medical Library (SML) is probably the one you will be using the most. The SML collection consists of 1,200 printed periodical subscriptions, over 82,320 back file periodical volumes, nearly 42,000 books, and nearly 2,300 audio-visual items, including computer software. SML has a large number of the most important bibliographic medical and allied health databases, and more than 2,500 electronic journals. SML is accessible through the internet at <http://www.aub.edu.lb/libraries/medical>. The library has a special collection called the Lebanese Corner, <http://192.168.100.187/>, which includes publications about Lebanon or by Lebanese authors in the fields of medicine and other health-related topics. Databases are currently accessible via the AUB website.

Computing and Networking Services

Computing and Networking Services (CNS) provides access to different services that require user authentication. Before using the service, you must activate your **AUBnet account**: The AUB net account provides e-mail, intranet, and Internet access, in addition to other services such as roaming storage space, network printing, and personal web site space. You must activate your AUB net account before you can activate other accounts.

The **AUBsis account** provides access to the AUB Student Information System, a web-based application designed to provide the following on-line services to students and faculty: On-line Registration, Drop and Add, Class Schedules, Grades, Student Transcripts, Address Information, and Billing Statements.

The **NETg account** provides more than 100 computer-based training (CBT) courses available within AUB intranet. Current offerings include computer courses such as, Internet, HTML, Java and JavaScript courses, Microsoft Office and Developer suites, Cisco, Novell, and Lotus Notes.

Student computer labs are located throughout the University, including the libraries, faculty of medicine and faculty of health sciences buildings, among others.

An Internet fee of 60,000 LL is charged every semester and will automatically be added to the statement of fees. The quota of Internet data per month per student is 100MB. This is a combined quota of web and e-mail data. Through the AUB Net Resources web site you can find out your Internet data usage for the month. No limit exists on the time spent browsing and sending information on the web. The limit is only on the volume of data that is sent/received in the process.

Access to computer hardware, software, intranet, and the Internet services is provided to students for enhancing their learning. Access to the use of AUB computer facilities is through authorized computer accounts. Students must abide by the AUBnet Code of Conduct for Users of Computing System and Internet Services.

A computer account consists of a unique log-in ID and a password. Your log-in ID tells the computer system who you are. You must always keep your password secret. To activate your AUB computing accounts go to <http://www.aub.edu.lb>, select "Get your AUB Computing Account," and follow the instructions.

Student E-mail Address

To ensure that students receive timely communication and important announcements, the student's current email address must always be on file in the School of Nursing. Every student is provided with an e-mail address. It is strongly recommended that all students use their AUB e-mail address as their primary one for the duration of the time they are studying here, to avoid missing announcements or other important communication from faculty and staff. We suggest that you get an email account during orientation week and check your email once per day.

The Writing Center

For students who need assistance in writing papers or projects, the AUB writing center located in West Hall Room 307 provides assistance. Tutors from the Department of English are available Monday through Friday 9 am – 3 pm and consulting services are free. The extension to call for taking appointments is 3157.

The Counseling Center

Adjusting to university life may be difficult for some students. For students who experience personal difficulties that lead to anxiety, depression or other psychological problems, the counseling center can provide assistance. The counseling team can assist with study related issues such as exam anxiety and time management. Counseling is free and confidential. The center is located in West Hall Room 206. The extension to call is 3196 or 3178.

Bookstore

The University Bookstore is located at the back of Bliss Hall across from Penrose Hall. It stocks most of the required textbooks for specific courses, dictionaries, and other reference works, and a limited number of general publications. Assorted AUB items and gifts such as clocks, mugs, T-shirts, and binders are also available.

Mail Service

The University Post Office, located in the basement of Ada Dodge Hall, handles local campus mail and mail for the Lebanese postal services. To secure a campus mailbox a student must show a receipt of fee payment at the AUB Post Office. Urgent mail may be sent by Aramex through the AUB Post Office. A special rate is offered to the AUB community. Also DHL offers special rates at the AUB Bookstore.

Food Service

The University operates a modern, cafeteria-style food service on campus in Ada Dodge Hall. In addition to the main cafeteria the University also maintains the Mary Dodge Hall Cafeteria, the Engineering Cafeteria, and the Agriculture Kiosk. These facilities provide a variety of hot and cold refreshments for students and their guests. Vending machines are available in a number of university buildings.

Students Housing

AUB is a residential university. For more information, check the AUB Catalogue, or check the Student affairs Office website at: <http://staff.aub.edu.lb/~websao/house/>.

Student Transportation

AUB allows very limited automobile access to campus: only students suffering from illness or disabilities may bring cars on campus. Authorization from the Infirmary must be received before a permit can be issued. Students should contact Business Services at extension 3510 for a special permit.

Students with Disabilities

Students with disabilities applying to AUB are strongly encouraged to make their disability known to the Admission Office. This information will not affect the decision on admission; rather, it will give the University the opportunity to offer specific assistance and support through programs and services provided by different departments on campus. Students need to consult with their advisers for assistance.

UNIVERSITY HEALTH SERVICES

Medical Record

An entrance medical record form will be sent to all admitted students who have made the commitment to enroll at AUB. The form should be completed by the student's family physician and mailed before the period of registration. Alternatively the completed form may be delivered by hand to the Office of Admissions.

All new students must have a tuberculin test at the time of the preliminary medical check, held during registration, and must report 48 hours later for the check on the test. Upon clearing the medical test, the student will be issued a clearance slip to proceed with registration. Students will not be registered unless they obtain this clearance slip. Medical checks may be completed in advance of registration provided

that the student reports to the University Health Services on campus and brings along a letter of acceptance and the entrance medical record.

Returning students are not required to complete any medical forms. Important changes in the student's medical condition and/or updating immunizations should be reported to a University Physician by appointment at the Health Services Center. Information will be kept confidential.

The University Health Services (UHS) on campus provide medical care to members of the university community Monday through Friday 8 am to noon and 1 to 4 pm in the Gulbenkian Infirmary located just north of the Green Oval to the west of Nicely Hall. Appointments can be made at the reception desk. A physician is also available to receive patients on a walk-in basis. Walk-in patients must have problems of an urgent nature; otherwise, they will be given appointments for a later time. In case of emergency, the patient should report directly to the Emergency Unit at the AUB Medical Center or to the nearest Emergency Service.

Health Insurance Plan (HIP)

Students may elect to enroll in the University's Health Insurance Plan (HIP), provided they register for at least six credit hours. Students enrolled in the spring semester are covered until September 30, provided they do not leave the University or drop all of their courses. A married student will have the option of including his/her spouse and children for an additional fee. A student may be exempt from enrolling in HIP if he/she presents proof of coverage by another health insurance plan. HIP covers only those expenses incurred at the AUB Medical Center. Medical bills from other institutions are not covered.

National Social Security Fund (NSSF) Medical Branch

Membership in the NSSF is mandatory by law for all Lebanese students, excluding freshman and special students, and students who are older than 30 years. Non-Lebanese students may not join NSSF. To facilitate enrollment in the NSSF Medical Branch, students are required to bring the following items when registering:

- A social security application form filled in correctly. Copies of this form will be available for distribution at the time of registration to students.
- A photocopy of the Lebanese Identity Card.
- Their NSSF number if already registered.
- The NSSF number of either parent if insured with the NSSF through father or mother.

STUDENT EXTRACURRICULAR ACTIVITIES

Clubs and Societies

Opportunities for students to participate in extra-curricular activities, generally organized under the auspices of student-governed societies or clubs, are numerous at AUB. Membership is open to all registered students upon completion of a membership application and payment of a nominal fee. Almost all student clubs provide an outlet for artistic expression: Art, Music, Photography, and Poetry Clubs.

For further information or to obtain a list of active clubs and societies, go to the Office of Student Activities in West Hall, extension 3182.

Nursing Student Society

The Nursing Student Society (NSS) brings together nursing students from all levels to engage in various professional and social activities, under the guidance of an assigned faculty advisor. Objectives of the NSS are to:

- Serve as an organization through which matters related to the welfare of students and the school is transacted.
- Provide a channel for coordination of activities between the students and faculty members, and with other student organizations.
- Organize activities that promote a spirit of loyalty and fellowship among the student body.
- Provide means for active participation in activities that foster the personal, professional and civic development of students.

The NSS has three standing committees:

1. The Educational Committee organizes educational programs of interest to the community.
2. The Social Committee is responsible for social and recreational activities.
3. The Publicity and Finance Committee is responsible for publicity and financial matters.

Athletics and Recreation

The University offers a wide range of sports, athletic and recreational programs through its Athletics Department. Facilities include AUB's Green Field, which hosts international, national, and varsity sports tournaments. The Green Field includes the University's soccer field, lighted outdoor basketball courts, lighted outdoor volleyball courts, and a lighted 450-meter track.

IMPORTANT TELEPHONE NUMBERS

Finally, here are some helpful telephone numbers for you to have:

Clubs and Student Activities (West Hall)	3182
Emergency Room	6604
Financial Aid	3160
Housing	3175
Infirmary, University Health Services	3000
Registrar	2570
Student Affairs	3170
School of Nursing	5950, 5951

Welcome to the school of nursing and best of luck