

# Advising Schedule for AY 2003-2004

## New Freshmen Students (SP'04)

**KEY:** ➤ Crucial Dates / ☞ Transfer Dates

<b>ORIENTATION</b>	<p><u>Feb. 2:</u> EPT (Those who miss the test must check with the departments concerned for delayed dates else they must take the placement tests during the next semester at the latest)</p> <p><u>Feb. 4, 8:00am-12:30pm &amp; 1:30-2:40pm:</u> New Students Orientation includes information about advising, registration, registration procedures, ... (<b>Bathish Auditorium, 2<sup>nd</sup> floor, West Hall</b>)</p> <p><u>Feb. 4-6, 9:00am-12:00pm &amp; 2:00pm - 4:00pm:</u> Pre-registration (<b>Admissions &amp; Registrar's Office, College Hall</b>)</p> <p><u>Feb. 4-6, 8:30am-4:30pm:</u> Academic advising (<b>Adviser's office</b>)</p> <p><u>Feb. 5,6,&amp; 10, 8:00am-11:00pm:</u> Online course registration (<b>AUB SIS available via Internet or AUB computer labs</b>)</p> <p><u>Feb. 11-14:</u> Collection (<b>Comptroller's Office, College Hall</b>) and payment of statements of fees</p>
<b>SPRING 2004</b>	<p><u>Feb. 13-18 (First week of SP'04):</u> Drop and Add period (<b>AUB SIS available via Internet or AUB computer labs</b>) &amp; Adviser/advisee meeting (required)</p> <p>➤ <u>April 19-30:</u> Advising for F'04 Plan individual meetings to discuss performance, withdrawal from courses, as well as decide on F'04 course selection. Students who decide to withdraw from a course must obtain the appropriate form from the registrar's office, secure approval of their <b>adviser</b> and then submit withdrawal form to <b>Registrar's Office</b></p> <p>➤ <u>April 30: Last date for withdrawal from courses.</u></p> <p>☞ <u>*N/A* May 16:</u> Deadline for submission of the interfaculty transfer form for S'04 semester - transfer from FAS to a major at another faculty. Students who decide to join a major at another faculty must fill the appropriate form at the <b>Registrar's Office</b></p> <p>➤ <u>May 17-28:</u> Advising for S'04 and online course registration for S'04 (<b>AUB SIS available via Internet or AUB computer labs</b>) Plan individual meetings to discuss performance &amp;/or possible transfer to a different major, as well as decide on S'04 course selection</p> <p>☞ <u>*N/A* June 15:</u> Deadline for submission of the interfaculty transfer form for F'04 semester - transfer from FAS to another faculty and vice versa. Students who decide to transfer to another faculty must fill the appropriate form at the <b>Registrar's Office</b></p> <p>☞ <u>*N/A* Up to June 18 (No later than one week following the end of SP'04 semester):</u> Submission of freshmen to major transfer form for F'04 - transfer to a major <b>within</b> FAS. Students who decide to join a major within FAS must obtain the appropriate form from their <b>adviser</b>, secure his approval, and then submit transfer form to the FAS Dean's Office</p>
<b>SUMMER 2004</b>	<p><u>June 15-19:</u> Collection (<b>Mailbox</b>) and payment of statements of fees for S'04</p> <p><u>June 24-28 (First week of S'04):</u> Drop and Add period (<b>AUB SIS available via Internet or computer labs at AUB</b>) &amp; Adviser/advisee meeting (required)</p> <p>➤ <u>July 21-28:</u> Advising for S'04 Plan individual meetings to discuss performance, withdrawal from courses. Students who decide to withdraw from a course must obtain the appropriate form from the registrar's office, secure approval of their <b>adviser</b> and then submit withdrawal form to <b>Registrar's Office</b></p> <p>➤ <u>July 29: Last date for withdrawal from courses</u></p>