

Advising Schedule for AY 2003-2004

New Sophomore Students (SP'04)

KEY: ➤ Crucial Dates / ☞ Transfer Dates

ORIENTATION	<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) (Students who have not yet taken the APT, must do so during September 2004)</p>
	<p><u>Feb. 4, 8:00am-12:30pm & 1:30-2:40pm:</u> New Students Orientation includes information about advising, registration, registration procedures, ... (Bathish Auditorium, 2nd floor, West Hall)</p>
	<p><u>Feb. 4-6, 9:00am-12:00pm & 2:00pm - 4:00pm:</u> Pre-registration (Admissions & Registrar's Office, College Hall)</p>
	<p><u>Feb. 4-6, 8:30am-4:30pm:</u> Academic advising (Adviser's office)</p>
	<p><u>Feb. 5,6,& 10, 8:00am-11:00pm:</u> Online course registration (AUB SIS available via Internet or AUB computer labs)</p>
	<p><u>Feb. 11-14:</u> Collection (Comptroller's Office, College Hall) and payment of statements of fees</p>
SPRING 2004	<p><u>Feb. 13-18 (First week of SP'04):</u> Drop and Add period (AUB SIS available via Internet or AUB computer labs) & 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 adviser and then submit withdrawal form to Registrar's Office</p>
	<p>➤ <u>April 30:</u> Last date for withdrawal from courses.</p>
	<p>☞ <u>*N/A* May 16:</u> Deadline for submission of the interfaculty transfer form for S'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 Registrar's Office</p>
	<p>➤ <u>May 17-28:</u> Advising for S'04 and online course registration for S'04 (AUB SIS available via Internet or AUB computer labs) Plan individual meetings to discuss performance &/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 Registrar's Office</p>	
<p>☞ <u>*N/A* Up to June 18 (No later than one week following the end of SP'04 semester):</u> Submission of interdepartmental transfer form for F'04 - transfer within FAS. Students who decide to transfer to another major must obtain the appropriate form from the FAS Dean's Office or the FAS website, secure approval of their adviser and then submit transfer form to the Chairman of their prospective department</p>	
SUMMER 2004	<p><u>June 15-19:</u> Collection (Mailbox) 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 (AUB SIS available via Internet or computer labs at AUB) & 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 adviser and then submit withdrawal form to Registrar's Office</p>
	<p>➤ <u>July 29:</u> Last date for withdrawal from courses</p>