Dean of Student Affairs
Talal Nizamedddin
Graduate Council

Kamal Abou Mikhael
Established in November of 2011

Facilitate and coordinate graduate education in the following ways/areas:

• Support graduate recruitment programs
• Coordinate and follow up on graduate admissions
• Follow up to ensure the implementation of graduate academic policies
• Encourage the development and success of students
• Provide mechanisms for quality control for the graduate experience
How We Can Help

• Advise students on general university graduate policy
• Otherwise, serve as a general reference point
  – In matters not within our scope of operation, we refer students to the appropriate individuals and entities
  – Academic Advisors and Department Chairs are the primary reference in matters related to your program of study
• Through reminders, help students to
  – Comply with regulations
  – Meet deadlines
• Propose means of enhancing the graduate experience
  – Based on our own analysis
  – Based on feedback of students, faculty, and staff

PLEASE DON’T TRASH OUR EMAILS
WE WILL NEVER TRASH YOURS
Important Policies: In 4 Words

Maximum Residency: Don’t take too long
• Finish in... 8 (Master’s), 10 (PhD), or 12 (Accelerated PhD) regular semesters

Leave of Absence: Excuse yourself before leaving
• Fill out a request at least one month before the semester starts

Change of Major: Change before admissions deadlines
• In-faculty or interfaculty program: petition department or committee
• Different faculty: new admissions application

Transfer of Credits: You can’t transfer everything
• Maximum credits transferrable*: 9 (Master’s), 6 (PhD)

Thesis Deadlines: Propose; Wait; Defend; Submit
• Between proposal and defense: 4 months (Master’s), 8 months (PhD)

*Check for exceptions with your Faculty or Department
Graduate Council 2016-17 — Condensed Student Guide

Graduate Council Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Extension</th>
<th>Email</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rabih Talhoulk</td>
<td>Graduate Council Chairperson</td>
<td>4386</td>
<td><a href="mailto:rtalhoulk@aub.edu.lb">rtalhoulk@aub.edu.lb</a></td>
<td>College Hall Room 432</td>
</tr>
<tr>
<td>Hana Anouti</td>
<td>Graduate Admissions &amp; Student Services Coordinator</td>
<td>4193</td>
<td><a href="mailto:ha56@aub.edu.lb">ha56@aub.edu.lb</a></td>
<td>College Hall Room 434</td>
</tr>
<tr>
<td>Kamal Abou Mikhael</td>
<td>Graduate Academic &amp; Financial Aid Coordinator</td>
<td>4194</td>
<td><a href="mailto:kamalam@aub.edu.lb">kamalam@aub.edu.lb</a></td>
<td></td>
</tr>
<tr>
<td>Sahar Al Khalidy</td>
<td>Administrative Officer</td>
<td>4386</td>
<td><a href="mailto:sa126@aub.edu.lb">sa126@aub.edu.lb</a></td>
<td></td>
</tr>
</tbody>
</table>

Important Links

<table>
<thead>
<tr>
<th>Site</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Council</td>
<td><a href="http://www.aub.edu.lb/graduate_council/">http://www.aub.edu.lb/graduate_council/</a></td>
</tr>
<tr>
<td>GSS Facebook Group</td>
<td><a href="http://www.facebook.com/groups/AUBGSS/">http://www.facebook.com/groups/AUBGSS/</a></td>
</tr>
<tr>
<td>Graduate Catalogue</td>
<td><a href="http://www.aub.edu.lb/registrar/Pages/catalogue-graduate16-17.aspx">http://www.aub.edu.lb/registrar/Pages/catalogue-graduate16-17.aspx</a></td>
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</tbody>
</table>

Faculty Contacts

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAFS</td>
<td>Rabia Koubayssi</td>
<td>Assistant for Student Services</td>
<td><a href="mailto:rk09@aub.edu.lb">rk09@aub.edu.lb</a></td>
<td>4408</td>
</tr>
<tr>
<td>FAS</td>
<td>Zeina Halabieh</td>
<td>Academic Officer</td>
<td><a href="mailto:zho4@aub.edu.lb">zho4@aub.edu.lb</a></td>
<td>3814</td>
</tr>
<tr>
<td>FEA</td>
<td>Alia Kazma</td>
<td>Students Services Manager</td>
<td><a href="mailto:ak12@aub.edu.lb">ak12@aub.edu.lb</a></td>
<td>3409</td>
</tr>
<tr>
<td>FHS</td>
<td>Mitra Tawk</td>
<td>Administrative Coordinator of the GPHP</td>
<td><a href="mailto:mt12@aub.edu.lb">mt12@aub.edu.lb</a></td>
<td>4687</td>
</tr>
<tr>
<td>FM</td>
<td>Ali Nabbouh</td>
<td>Graduate Student Affairs Coordinator</td>
<td><a href="mailto:an41@aub.edu.lb">an41@aub.edu.lb</a></td>
<td>4730</td>
</tr>
<tr>
<td>HSON</td>
<td>Lynn Berbary</td>
<td>Student Services Officer</td>
<td><a href="mailto:lb07@aub.edu.lb">lb07@aub.edu.lb</a></td>
<td>5954</td>
</tr>
<tr>
<td>OSB</td>
<td>Maya El-Helou</td>
<td>Director of Graduate Programs</td>
<td><a href="mailto:helou@aub.edu.lb">helou@aub.edu.lb</a></td>
<td>3955</td>
</tr>
<tr>
<td>Interfaculty</td>
<td>Nivine Hajj Hassan</td>
<td>Administrative Coordinator</td>
<td><a href="mailto:nh31@aub.edu.lb">nh31@aub.edu.lb</a></td>
<td>4811</td>
</tr>
</tbody>
</table>

Graduate Council: Helping graduate students fulfill their academic ambitions at AUB.
# Condensed Student Guide

## Map Legend

<table>
<thead>
<tr>
<th>Administration in College Hall</th>
<th>Faculty Headquarters</th>
<th>Student Life and Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions (2585/2590/2596)</td>
<td>FAFS: Agriculture Building (4400)</td>
<td>Computing Services: Van Dyck Hall (2260)</td>
</tr>
<tr>
<td>Cashier’s Office (2483)</td>
<td>FAS: Jesup Hall (3800)</td>
<td>Engineering Library: Bechtel Building (2630)</td>
</tr>
<tr>
<td>Graduate Council (4386)</td>
<td>FEA: Bechtel Building (3400)</td>
<td>Main Library: Jafet Library (2600)</td>
</tr>
<tr>
<td>Health Insurance Plan Office (2330)</td>
<td>FHS: Van Dyck Hall (4650/1)</td>
<td>Recreation: Hostler Student Center (3204)</td>
</tr>
<tr>
<td>Office of the Registrar (2570/1)</td>
<td>HSON: Nursing Building (5954)</td>
<td></td>
</tr>
<tr>
<td>Title IX Coordinator (2514)</td>
<td>OSB: School of Business (3930)</td>
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</table>

<table>
<thead>
<tr>
<th>Administration/Services in West Hall</th>
<th>Men's Dormitories</th>
<th>Essential Services</th>
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</thead>
<tbody>
<tr>
<td>Accessible Education (3246)</td>
<td>Kerr Hall (3324)</td>
<td>AUBMC (ER): (6611)</td>
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<tr>
<td>Counseling Center (3196)</td>
<td>Penrose Hall (3304)</td>
<td>Infirmary (UHS): Sawwaf Building (3000)</td>
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<tr>
<td>Office of Financial Aid (3160/1)</td>
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<td>Protection Office: Main Gate (2400)</td>
</tr>
<tr>
<td>Office of International Programs (3146)</td>
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<tr>
<td>Office of Student Affairs (3170)</td>
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</table>

<table>
<thead>
<tr>
<th>Services at Ada Dodge Hall</th>
<th>Women’s Dormitories</th>
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<tbody>
<tr>
<td>Cafeteria (2383/5)</td>
<td>Boustany Hall (3284)</td>
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</tr>
<tr>
<td>ID Center (2376/7)</td>
<td>Jewett Hall (3264)</td>
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<tr>
<td>Post Office (2192/317)</td>
<td>Kerr Hall (3324)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kerr Hall (3324) Nursing Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mayfair Residence (3230) Off-Campus</td>
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<tr>
<td></td>
<td>Murex Hall (3244)</td>
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</tr>
<tr>
<td></td>
<td>New Women’s Dorms (3362)</td>
<td></td>
</tr>
</tbody>
</table>

## Emergency Numbers

| Fire 5555 | Emergency Medical Assistance 7777 | Protection Office 2400 |
# Important Reminders

## Thesis Deadlines

<table>
<thead>
<tr>
<th>Approval of thesis topic &amp; committee</th>
<th>Master’s Students Graduating in</th>
<th>PhD Candidates Graduating in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Summer 2015-16</td>
<td>Summer 2015-16</td>
</tr>
<tr>
<td></td>
<td>Fall 2016-17</td>
<td>Fall 2016-17</td>
</tr>
<tr>
<td></td>
<td>Spring 2016-17</td>
<td>Spring 2016-17</td>
</tr>
<tr>
<td>May 3, 2016</td>
<td>May 19, 2016</td>
<td>Feb 1, 2016</td>
</tr>
<tr>
<td>Sep 22, 2016</td>
<td>Feb 6, 2017</td>
<td>Sep 5, 2016</td>
</tr>
<tr>
<td>Thesis defense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 14, 2016</td>
<td>Apr 27, 2017</td>
<td>Apr 27, 2017</td>
</tr>
<tr>
<td>Sep 22, 2016</td>
<td>May 8, 2017</td>
<td>May 8, 2017</td>
</tr>
<tr>
<td>Thesis deposit at library</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep 22, 2016</td>
<td>Feb 6, 2017</td>
<td>May 8, 2017</td>
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</table>

## Highlights of Important Policies*

<table>
<thead>
<tr>
<th>Maximum Residency**</th>
<th>Absence of 1+ Academic Year**</th>
<th>Transfer of Credits</th>
<th>Change of Major***</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 regular semesters</td>
<td>An academic year consists of two regular semesters (fall and spring)</td>
<td>No more than 9 credits transferrable</td>
<td>Within the same faculty/school/division</td>
</tr>
<tr>
<td>PhD Regular Track</td>
<td>An absence of three regular semesters that includes the summers in between requires a student to re-apply to be admitted.</td>
<td>Minimum grade of 80</td>
<td>Petition department of desired program</td>
</tr>
<tr>
<td>10 regular semesters</td>
<td></td>
<td></td>
<td>To an interdisciplinary program</td>
</tr>
<tr>
<td>PhD Accelerated Track</td>
<td></td>
<td></td>
<td>Petition committee of desired program</td>
</tr>
<tr>
<td>12 regular semesters</td>
<td></td>
<td></td>
<td>To another faculty</td>
</tr>
</tbody>
</table>

** Master’s residencies begin and end on a regular semester. The summer following the last semester is not included.

*** In all cases of change of major, petitions/applications must be submitted by the admissions deadlines set for the semester in which the change of major should take effect.

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## Leave of Absence Summary (LoA)

- Students may fill a Leave of Absence request when extenuating circumstances require them to put their graduate studies on hold.
- Students are not encouraged to request a LoA unless circumstances truly interfere with degree progress.
- An individual LoA request cannot exceed two consecutive regular semesters.
- LoAs are not a means of extending residency and should not be abused to this end.
- LoAs must be adequately supported with legitimate reasons and documents (if applicable to reason).
Team Members

Rabih Talhouk
Chairperson

Kamal Abou Mikhael
Academic & Financial Aid Coordinator

Hana Anouti
Admissions & Student Services Coordinator

Sahar Al Khalidy
Administrative Assistant

More info:
http://www.aub.edu.lb/units/graduate_council/Pages/team.aspx
Thanks for listening!

Please feel free to visit us at
College Hall 432/434

- Email: gradc@aub.edu.lb
- Web: http://www.aub.edu.lb/graduatecouncil
- Facebook: https://www.facebook.com/graduates.aub
- Twitter: https://twitter.com/AUBGradCouncil
Non-Discrimination Harassment & Title IX
Office of the President
Trudi Hodges
Title IX Coordinator

AMERICAN UNIVERSITY OF BEIRUT
You have the right to an environment free of discrimination and harassment.
No discriminatory action—including harassment—based on your:

Race, color, religion, age, national or ethnic identity, sex or gender, gender identity, marital status, disability, genetic predisposition, carrier status, alienage, citizenship status, or political affiliation.
What about sexual orientation?

Title IX prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping.

It could be prohibited discrimination if someone is harassed for:

- Exhibiting what is perceived as a stereotypical characteristic for their sex
- Failing to conform to stereotypical notions of masculinity or femininity
TITLE IX of the U.S. Education Amendments of 1972 is a gender equity civil rights law.

It prohibits discrimination/harassment based on sex or gender by federally-funded educational institutions.
# LEGISLATION ADDRESSES SEXUAL HARASSMENT

<table>
<thead>
<tr>
<th>#</th>
<th>LEGISLATION ADDRESSES SEXUAL HARASSMENT</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>General</td>
</tr>
<tr>
<td>1</td>
<td>Algeria</td>
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<tr>
<td>2</td>
<td>Bahrain</td>
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<tr>
<td>3</td>
<td>Djibouti</td>
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<tr>
<td>4</td>
<td>Egypt</td>
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<tr>
<td>5</td>
<td>Iraq</td>
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<td>6</td>
<td>Iran</td>
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<td>7</td>
<td>Jordan</td>
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<td>8</td>
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<td>9</td>
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<td>Saudi Arabia</td>
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<td>UAE</td>
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<td>18</td>
<td>West Bank &amp; Gaza</td>
</tr>
<tr>
<td>19</td>
<td>Yemen</td>
</tr>
</tbody>
</table>

TOTAL: 14 4 2 4

TITLE IX – WHY IS IT IMPORTANT?

BROADLY APPLICABLE
– Prohibits sex-based discrimination—including harassment—in ALL educational programs and activities.

INCLUSIVE
– Protects (and applies to) all students, faculty, staff, residents, fellows, patients, visitors, etc.

PRESCRIPTIVE
– Establishes high standards for institutions to utilize civil rights-based policies, processes, and practices

REMEDIAL
– Offers administrative and legal mechanisms beyond internal procedures
AUB Policy & Title IX
Sex-based discrimination and harassment

All Forms of Discrimination
Sex-based or gender-based

Sexual Harassment
- “Quid Pro Quo”
- Hostile Environment
- Retaliation

Sexual Violence/Assault
Rape, intimate partner violence, stalking, hazing, etc.
Sexual harassment is a form of discrimination.
SEXUAL HARASSMENT

QUID PRO QUO or ‘This for That’

- Harassment that involves an asymmetrical power dynamic often involving sexual coercion or threats

Examples:

- A professor implies that a student’s grade will be negatively affected unless they ‘hook up’.
- A professor offers a student the opportunity to present their joint research at an overseas conference implying they will be required to spend time together in the evenings after the sessions.
A hostile environment is created when UNWELCOME conduct of a sexual nature is so severe, persistent or pervasive, AND objectively offensive, that it interferes with, denies, or limits someone’s education.

EXAMPLES:

- Repeatedly asking out a person who is not interested.
- Dissemination of intimate photos of a person by What’s App without their permission.
SEXUAL HARASSMENT RETALIATION

- Adverse action taken against a person because he/she filed a complaint or participated in an investigation of sexual misconduct.

EXAMPLES:

- An accused harasser spreads rumors about the sex life of the ‘reporting party’.
- Friends of an alleged harasser pressure others not to be interviewed during an investigation.
PREVALENCE OF SEXUAL HARASSMENT ON CAMPUS

- 47% of students reported being the victim of sexual harassment since enrollment in a recent study of 27 universities/colleges.

- Only 7.7% of incidents of sexual harassment were reported to a campus official or office.

“Report on the AAU Climate Survey on Sexual Assault and Sexual Misconduct”, Westat, September 21, 2015, p. xvi
UPCOMING ACTIVITIES

Campus Climate Survey for AUB Students (Fall 2016)
- Experiences and Attitudes of Sex or Gender Based Discrimination/Harassment

Online Training with Campus Clarity (2016-17)
- Sexual misconduct awareness and prevention
Where can I find information online?
Non-Discrimination, Harassment & Title IX

AUB is committed to providing a safe, respectful, and inclusive environment for education and employment and has established an institutional framework including policies and procedures prohibiting discrimination and harassment.

AUB prohibits discrimination and provides equal employment and educational opportunities without regard to race, color, religion, age, national or ethnic identity, gender or gender identity, marital status, disability, genetic predisposition or carrier status, alienage or citizenship status, or political affiliation. Prohibited discrimination occurs when you are subjected to adverse admissions, educational, or employment actions based upon one or more of the protected classes above. University policy also prohibits harassment of any kind including but not limited to sexual harassment.

The AUB policies and procedures that address discrimination, harassment, and other forms of misconduct apply to all persons enrolled at or employed by AUB and AUBMC.

TITLE IX

Title IX of the Education Amendments of 1972 requires recipients of U.S. federal funding to prohibit discrimination on the basis of sex in all educational programs and activities. The Office of the President is responsible for the administration of AUB's Title IX programs and compliance efforts. It maintains a designated Title IX Coordinator whose scope of responsibility includes, among other things, complaint handling and communications in connection with the prohibition of discrimination based upon sex or gender.

Sexual harassment is a specific form of discrimination prohibited by Title IX. If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible by contacting the Title IX Coordinator or one of the resources listed above.

YOUR RIGHTS

You have the right to raise concerns and ask questions about our policies prohibiting harassment or discrimination. You have the right to submit a complaint under University policies addressing discrimination and harassment. AUB policy prohibits retaliation against a reporting party for filing a complaint of discriminatory harassment, or against others involved in the investigation of the complaint.
Who should I contact if I experience harassment?
CONTACTS

• Title IX Coordinator – Trudi Hodges – ext. 2514
  College Hall, 5th Floor – integrityofficer@aub.edu.lb

• Office of Protection – Main Gate Building – ext. 2400

CONFIDENTIAL RESOURCES

• Counseling Center – Office of Student Affairs – ext. 3196
  West Hall, Room 210 – sao@aub.edu.lb

• University Health Services (AUB Medical Center) dial
  1242 from landline or cell in Lebanon
Office of Student Affairs

Accessible Education: *Disability Services & Learning Support*

Melissa Norton
What is Accessible Education?

Providing **EQUAL ACCESS** to academic, social, and recreational programs through collaboration & accommodation.
Who can benefit?

1) Students with documented disabilities such as physical, learning disabilities, or mental health conditions

2) Students who need extra academic support and learning strategies
Accommodations Process:

- Fill out the Student Support Request Form and submit with supporting documentation to the Accessible Education Office.

- Meet with the Accessible Education Officer to develop and be issued official AUB Accommodations Letter.
How to connect:

Melissa Norton
Accessible Education Officer
West Hall, 314
Tel: +961-1-350000 Ext: 3246
accessibility@aub.edu.lb
http://www.aub.edu.lb/SAO/ACCESSIBLE_EDUCATION
Office of Student Affairs –
Career Services Coordinator

Dr. Pierre Karam
YOU WILL BECOME $$ RICH $$
Follow us on Facebook
Search for: AUBCareerServices
Follow us on Twitter
Search for: @AUBCareer
Join our Linkedin **Group:**
Search for: **AUB Career Services**
Follow us on Instagram
Search for: AubCareerServices
The Office of International Programs - OIP at AUB serves AUB students wishing to study abroad and international and regional students studying at AUB.
WHAT WE DO: INTERNATIONAL STUDENT SERVICES

INTERNATIONAL & REGIONAL STUDENTS

★ Orientation & Mentor Program
★ Integrating into the AUB & Lebanese communities
★ Support with residence permits and visas
★ Social and Cultural Activities & Trips
WHAT WE DO: STUDY ABROAD & EXCHANGE

OIP can help students locate suitable opportunities for up to one year or a summer abroad

AUB students have studied in Japan, Denmark, the US, the UK, Austria, Spain, Italy, France

Graduate students in good standing who have completed a semester with a minimum of 6 credits at AUB may apply for study abroad.

Erasmus+ funding is available at Aarhus, Lund, Bologna and others
Visit www.aub.edu.lb/oip

Email us oip@aub.edu.lb, or visit us in West Hall, 3rd Floor
And...keep up with us on Facebook facebook.com/oip.aub Twitter & Instagram
AUB Libraries

Nabila Chehabeddine
AUB has 4 libraries

Jafet Library is the main one
Rich and valuable print collections

Dissertations written for AUB and from other universities

Unique Archives and Special Collections

E-resources are accessible On-Campus and Remotely (Off-campus).

Use your
- AUB ID (print collections)
- AUB Net account (Email username and password) to access and use library E-resources
Borrow books and renew them online

Find articles and dissertations in specialized databases

Order articles or books not found in the library

Access and use the Thesis Manual

Study spaces reserved for graduate students

Reserve a carrels for students writing their thesis
We Support your Research

FIND
• Resources relevant to your research
  • Article, books, dissertations, primary sources, data

CITE
• Manage and cite your sources
  • Citation management tools RefWorks, Endnotes

Write
• Format your thesis using the recommended template

Help
Classes → One-on-one → Ask a Librarian → Chat
University Libraries

Saab Medical Library

Jafet Library Hours
7:30 am - 12:00 pm

Weekends
• Saturday: 8:00 am-8:00 pm
• Sunday: 12:00 noon-12:00 midnight
More – Visit The Library Website
Jafet Library
ext. 2620/1 jftref@aub.edu.lb

Saab Medical Library
ext. 5911 sml@aub.edu.lb

Engineering & Architecture Library
ext. 2630 englib@aub.edu.lb

Science & Agriculture Library
ext. 2165 scilib@aub.edu.lb

Thank You and See You at the Libraries
The Writing Center
Emma Moghabghab
• Director: Ira Allen
• Assistant Director: Emma Moghabghab
• Assistant Director for Writing in the Disciplines: Najla Jarkas

Write with us!
What do we do?

• We support individual writers and the teaching of writing at AUB

• We offer:
  o One-on-one meetings to discuss writing at any stage—from idea to final draft (25 or 50 min, 2 hrs by special appointment)
  o Workshops for writers of all levels
  o Summer thesis-writing intensive sessions
Making an appointment

Online scheduling: https://aub.mywconline.com
Meeting with a writing tutor

1. Bring your draft, assignment, and/or idea
2. Discuss your plans and questions
3. Agree on a goal for your session: what would you like to accomplish?
4. Read, discuss, and work on your writing
5. Form a plan for your draft: what will you work on next?
Get in touch!

- **Two Locations:**
  - Ada Dodge Hall, Second Floor
  - West Hall, Room 336
- **AUB extension:** 4077

Webpage: [http://www.aub.edu.lb/units/writing_center/Pages/index.aspx](http://www.aub.edu.lb/units/writing_center/Pages/index.aspx)

Email: aubwrites@gmail.com

Facebook: [https://www.facebook.com/WrC.AUB](https://www.facebook.com/WrC.AUB)

Twitter: [https://twitter.com/AUBwrites](https://twitter.com/AUBwrites)
Graduate Student Society
Leila Talhouk
Our mission

• Promote and coordinate the **academic, professional, social** interests of graduates.

• Being a platform for graduates to get their voice and **demands** across.
Past events

2015

INNOVATIVE RESEARCH AND CREATIVITY AT AUB
Fourth Kamel A. Sweif Central Research Sciences Laboratory (KURCSL) Research Conference

CALL FOR ABSTRACTS
Deadline March 31

Three Prizes:
- Best Presentation Award for Graduates
- Best Poster Award for Graduates
- Best FYP Poster for Seniors

Hosted by:
- Kamel A. Sweif Central Research Sciences Laboratory
- U.S. Agency for International Development's Partnerships for Enhanced Engagement
- AUB Graduate Student Society (GSS)

Send your abstracts to yam01@aub.edu.lb

May 7, 2015
Charles W. Hostler Auditorium

2014

Book Swapping Event

When?
- Monday, April 28
- 11-12pm

Where?
- Mem. Hall Plaza

What?
- tornado stories book exchange
- teacher and book exchange from library
- live band music and juggling performance
- Refreshments will be served
- Prize draw

Participation is simple: Bring a book to take a book!

2013

It's a Halloween Party!
Organized by: Graduate Student Society

Thursday, October 31st

AT
Bedwir, Jean d'arc Street, Hamra

Ticket prices: 20$ including 2 drinks
Tickets on Sale: Oct 25, West Hall Stand
Contact: 03-617546/03-620837

3 Valuable Prizes for Best Costume! Come in costume if you dare!!
AUB Graduate Student Society invites you to a workshop by Ms. Aida Farha on

**INFORMATION RETRIEVAL IN AN EVIDENCE-BASED MEDICINE AGE**

**Date**  Thursday, March 31 and Friday, April 1  
**Time**  4:00 pm to 8:00 pm (each day)  
**Venue**  West Hall, Auditorium C

- Overview on basic search techniques & **AUB Libraries**  
- How to search for a **Systematic Review**  
- How to use the databases **MedLine & PubMed**  
  and more

RSVP to gradss.aub@gmail.com by Tuesday, March 29
AUBMC HIP PROCEDURE

1. Visit Ms. Rita Doudakian at the Department of Family Medicine at AUBMC. There you will submit a request form for a referral to the Department of Psychiatry, and you will have the option to choose which psychiatrist or psychologist to be referred to.

2. Approximately one week later, go back to Family Medicine to check if the referral is issued. The referral given is for one visit (a yellow paper with your name and the psychologist/psychiatrist’s name) and has an expiry date, so make sure that once you get it, you immediately take an appointment at the Department of Psychiatry.

3. While taking the appointment, mention to the clinic assistant that you are covered by HIP, and expect that the appointment given to you may be after three weeks and up to two months later.

4. On the day of your appointment, make sure you have your HIP referral with you, and have it stamped at the HIP office in Dale Home (Dr. Aoun) or at Sawwaf building (Dr. Kabbani).

5. When you are at the Department of Psychiatry, give the referral to one of the clinic assistants.

6. After your appointment, if your clinician sees that a follow-up is warranted, they should provide you with a medical report with the required number of visits. The same process is repeated at Family Medicine. Make sure that the follow-up referral you get from Family Medicine has the correct number of visits.

YOUR HIP COVERS THE FOLLOWING:

15 Inpatient Days per fiscal year
First 3 days are covered 100% by HIP. Starting the 4th day, you will be charged a 10% copayment.

16 Outpatient Regular Visits* per fiscal year**
- 1 extended visit = 2 regular visits
- A visit to the psychiatrist counts as a regular visit
- A visit to the psychologist counts as an extended visit
First 2 visits are covered 100% by HIP. Starting the 3rd visit, you will be charged a 20% copayment. The copayment charges will be added to your web statement of fees. To keep track of your HIP quota, ask one of the clinic assistants to help you.

AUB COUNSELING CENTER

To take an appointment at the Counseling Center, send an email to one of the psychologists, or knock on their door and ask to see someone.

The AUB Counseling Center provides unlimited sessions. Location: AUB West Hall, second floor, room 210.
Future plans
How to join

1. Personal Information  Alumni  Student Services  Student Aid

Search

Student Services & Financial Aid

Registration
- Check your registration status
- Add or drop classes
- Select variable credits, gradin
- Student Records
- View your holds, display your grades and transcripts, review changes and payments
- Answer a Survey
- Answer a set of surveys assigned to you (ICE - Instructor Course Evaluation)
- HIP Exemption
- HIP Exemption (Valid between Monday August 24 and Friday September 18, AUB Student Housing
- AUB Student Housing

RELEASE: 8.7.1

2. Personal Information  Alumni  Student Services  Student Aid

Search

Registration

Select Term
- Check Your Registration Status
- Add/Drop/Withdraw Classes
- Look-up Classes to Add
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- Offline Schedule
- Student Record/Advisor

RELEASE: 8.7.1

3. Personal Information  Alumni  Student Services  Student Aid

Search

Select a Term:
- Clubs 2016-17

Select Term

Submit

RELEASE: 8.7.1

4. Personal Information  Alumni  Student Services  Student Aid

Search

Registration

Select Term
- Check Your Registration Status
- Add/Drop/Withdraw Classes
- Look-up Classes to Add
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- Offline Schedule
- Student Record/Advisor

RELEASE: 8.7.1

5. Personal Information  Alumni  Student Services  Student Aid

Search

Look-Up Classes to Add:
- Use the selection options below to search the class schedule for at least one Subject. When your selection is complete, click

Subject:
- Clubs/Societies Membership

6. Search by Term:
- Clubs 2016-17

7. Subject:
- Clubs/Societies Membership
- Landscape Society
- Graduate Student Society
- Psychology Society
- AIE SERVE Club
- Chess Club

8. To register for classes, check the box in front of the CRN (C identifies a closed class) and

Sections Found
- Clubs/Societies Membership
- Select CRN  Subj Crse Sec Cmp Cred Title  Inst.Method Days Time Cap
- 50029 ZACT 224 01 0.000 Graduate Student Society  TBA 100

Register  Add to Worksheet  New Search
Thoughts or suggestions?

gradss.aub@gmail.com

https://www.facebook.com/groups/AUBGSS/
Thanks For Coming!

Our evening is not over.

Please meet the presenters

and join us for the reception.

This presentation will be in the “Student Resources” section of our site: http://www.aub.edu.lb/units/graduatecouncil/Pages/resources.aspx