

# REGISTRAR MANUAL

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For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).

Last updated on: March 1, 2011

## **Section 1 – Mission**

Our mission is to provide quality service and reliable and timely records to all our stakeholders while continuing improving processes. We will accomplish this mission by striving toward service excellence in everything we do, challenging ourselves to be as efficient and effective as possible in our work, seeking out new and better ways of doing business for ourselves and the community we serve.

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## Section 2 – What We Do

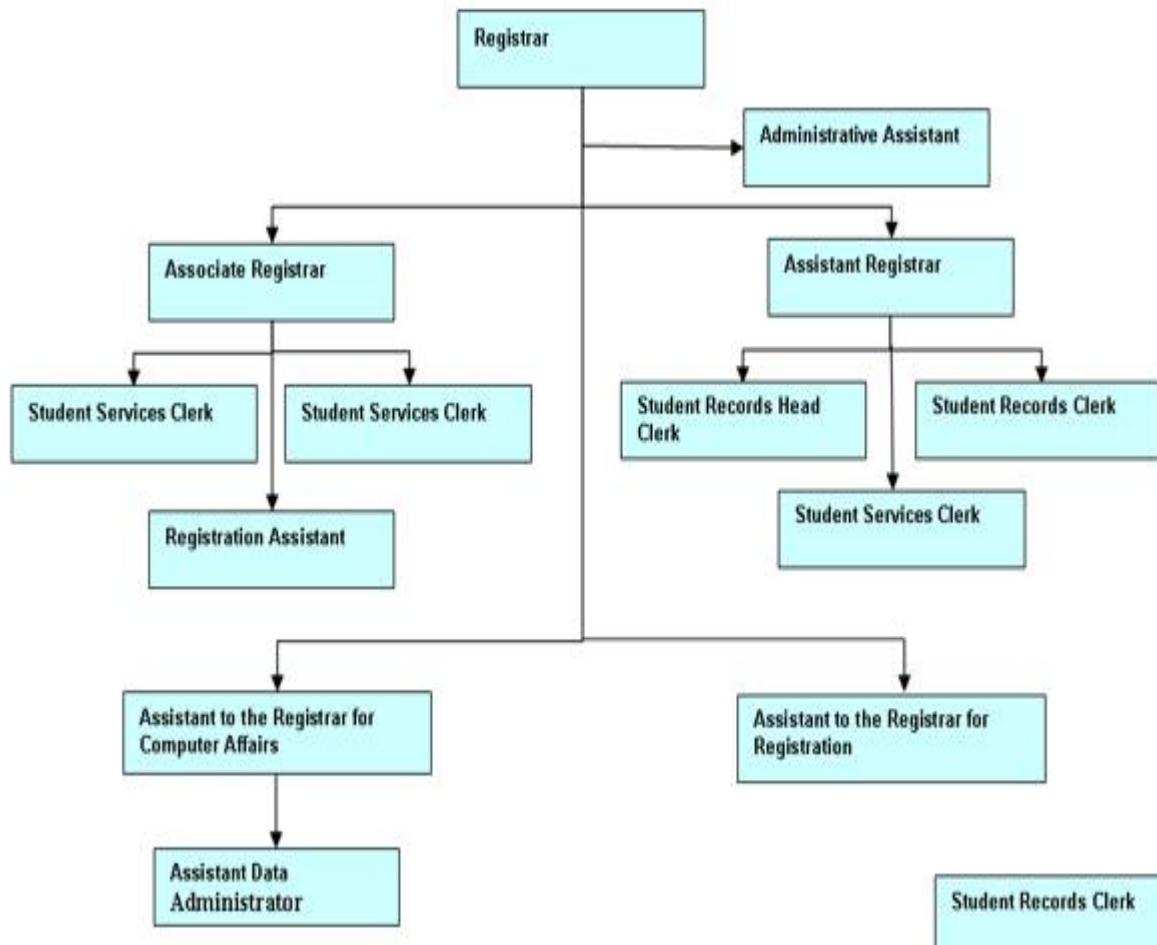
The Registrar's Office serves as the University's central service and academic support unit to:

1. Collect and record student and instructional academic program information.
2. Conduct and manage processes related to registration:
  - a. Course offerings/scheduling.
  - b. Web registration.
  - c. Final exams scheduling.
3. Coordinate and produce official enrollment and academic certification from academic records.
  - a. Enrollment certificates.
  - b. Transcripts.
  - c. Verifications of degrees.
4. Provide support for determining academic eligibility and academic progress.
  - a. Curriculum guidance (CAPP).
  - b. Dean's Honor List.
  - c. Probations.
  - d. Promotions.
  - e. Graduation.
5. Process transfer credit for incoming undergraduate students.
6. Officially respond to requests for information about students and programs, and serve as the official manager for access to and release of student academic and educational information (e.g., requests for information about individual and groups of students, including all academic issues).
7. Coordinate the collection of information for the catalogue from all academic and non-academic units of the university and identify inconsistencies of anomalies among them.
8. Prepare the university calendar.
9. Prepare for commencement and graduation.
10. Administer in-house printing of diplomas.
11. Administer the government health insurance plan for Lebanese students (NSSF).
12. Manage AUB SIS:
  - a. Maintain student data.
  - b. Administer access rights to student-banner users.
  - c. Offer data services.

13. Ex-officio member of numerous university and faculty committees.

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### Section 3 – Organizational Chart



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#### Section 4 – Members of the Registrar’s Office

Full Name	E-mail	Ext.
Moueen Salameh, Registrar	<a href="mailto:msalameh@aub.edu.lb">msalameh@aub.edu.lb</a>	2570-4
Hala Abou Arraj, Associate Registrar	<a href="mailto:ha17@aub.edu.lb">ha17@aub.edu.lb</a>	2576
Linda Hammoudi, Administrative Assistant	<a href="mailto:lh11@aub.edu.lb">lh11@aub.edu.lb</a>	2572
Randa Nawwam Soussi, Assistant Registrar	<a href="mailto:rn08@aub.edu.lb">rn08@aub.edu.lb</a>	2577
Huda Nakad Bechara, Assistant to the Registrar for Computer Affairs	<a href="mailto:hbnakad@aub.edu.lb">hbnakad@aub.edu.lb</a>	2580
Mohamad Nassif, Assistant to Registrar for Registration	<a href="mailto:mn08@aub.edu.lb">mn08@aub.edu.lb</a>	2573
Rola Badreddine, Registration Assistant	<a href="mailto:rb17@aub.edu.lb">rb17@aub.edu.lb</a>	2584
Elie Mansour, Assistant Data Administrator	<a href="mailto:em11@aub.edu.lb">em11@aub.edu.lb</a>	2575
Iman Abu Khuzam, Student Service Clerk III	<a href="mailto:ia08@aub.edu.lb">ia08@aub.edu.lb</a>	2586
Julie Shaar, Student Records Clerk	<a href="mailto:js11@aub.edu.lb">js11@aub.edu.lb</a>	2570-1
Samir El-Hajj Youssef, Head Clerk	<a href="mailto:sh20@aub.edu.lb">sh20@aub.edu.lb</a>	2578
Jean Pierre Abou Absi, Student Service Clerk III	<a href="mailto:ja29@aub.edu.lb">ja29@aub.edu.lb</a>	2579
Sirine Hamad Alaeddine, Student Services Clerk I	<a href="mailto:sh26@aub.edu.lb">sh26@aub.edu.lb</a>	2589

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## **Section 5 – Academic University Calendar**

Kindly visit our web page:

[http://www.aub.edu.lb/registrar/Pages/universitycalendar.aspx.](http://www.aub.edu.lb/registrar/Pages/universitycalendar.aspx)

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## **Section 6 – Registration Guide**

Kindly visit our web page:

<http://www.aub.edu.lb/registrar/Pages/registration.aspx>

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## Section 7 – General Registration Instruction

1. New students must report to the university health services for medical clearance before starting to register.
2. New students are urged to secure a post office box immediately after payment of fees.
3. Bursary students **should go in person to the Office of Student Affairs** to collect their statements of fees and finalize their registration.
4. Fees are paid, in **certified checks only**, checks should be issued to the order of the bank concerned according to the following format: "**Pay to the order of** (name of the bank) **account AUB**". The value of the check should be the exact amount shown on the statement of fees.
5. Once a student has completed his/her registration including payment of fees, no further changes in his/her schedule will be allowed until the add and drop period.
6. Students wishing to add courses during the add and drop period should report to the students' accounts section, Comptroller's Office, College Hall, as soon as their courses are registered to pay for any additional fees that they may owe the University as a result of the adjustments that they introduced to their schedules. **Failure to pay the additional fees within a period of fourteen days beginning with the last day of the add and drop period will result in the student being dropped from the added course(s). The student will still be under obligation to pay the due fees including the tuition for the added credits.**
7. Contracts of graduate assistants should be finalized with the offices of the deans of faculties and sent to the Comptroller's Office before the completion of registration and the issuing of statements of fees.

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## **Section 8 – 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 that are older than 30 years. Non-Lebanese students may not join. To facilitate enrollment in the NSSF medical branch, students are urged to bring the following items when registering:

1. A social security application form filled in correctly. Copies of this form will be available for distribution at the time of registration to students who have not yet completed it.
2. A photocopy of their Lebanese identity card.
3. Their NSSF number if already registered.
4. The NSSF number of either parent if insured with the NSSF through father or mother.
5. Family record is required of married students only.

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## **Section 9 – Cross Registration**

A student studying at the American University of Beirut may be allowed to cross-register for a course at other institutions (such as the Balamand, Haigazian, LAU, NDU, or NEST) if all of the following conditions are met:

1. The course is required by AUB.
2. The course is not offered at AUB during the semester at the end of which the student expects to graduate.
3. The course in which the student intends to cross-register is equivalent to a course that AUB offers. (the number and title of each of the two equivalent courses should be clearly indicated).
4. The chairperson of the department in which the student is majoring sends to the registrar a written statement confirming that all of the conditions listed above have been met.
5. The registrar authorizes the student to cross-register; the student submits authorization to the concerned institution.

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## **Section 10 – Transcript of Records**

The features available on the transcript of records provided to students are: (a) It includes, in addition to the term averages, the cumulative average, and the transcript totals (b) The backside of the transcript includes information about our grading system, and grading philosophy, the term average distribution for the last three years is included as a histogram. New safety paper was available as of November 1, 2001 with the following security features: (a) Chemical protection (Stains or spots appear with chemical alteration) (b) Water Mark (c) Copy Void (when photocopied, the expression "Copy Void" appears prominently across the face of the entire document. (d) UV Protection (The name of the University will appear under ultra violet light).

Moreover, The Registrar's Office implemented a project whereby the imaging of about 200000 hardcopy permanent records were scanned and stored. The new imaging system provides a query access that allows finding and displaying any transcript when running from the archive CDs alone. In addition, it allows the archiving of electronic records at the end of each semester.

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## **Section 11 - Auditors**

Those who wish to attend individual classes without credit may apply as auditors. Applications to audit courses are available at the Registrar's Office. The applicant should:

1. Secure eligibility from the Admissions Office. An applicant is eligible to audit a course if he meets the following requirements:
  - a. Bacc. II, or equivalent to audit an undergraduate course.
  - b. Bachelor degree or equivalent from a recognized academic institution to audit a graduate course.
2. Secure approval from the instructor of the course.
3. Secure approval of the Dean of the Faculty/School offering the course.
4. Pay the tuition charge at the Comptroller's Office (Students' Accounts Section).
5. Register as an auditor at the Registrar's Office.

Applicants are not eligible to audit laboratory, studio, or seminar courses.

Since permission to audit is on a space-available basis, applicants are not permitted to register until after the registration of regular students has been completed.

The University grants no academic credit for such work. Audit credit does not appear on transcripts.

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## **Section 12 – Names on Diplomas and Degrees**

Names on diplomas and degrees will be spelled exactly as they appear on passports or identity cards. According to the Lebanese ministry of education, names of Lebanese students should include first name, father's name, and family name. Names on AUB diplomas and degrees appear both in Arabic and in English. If a name on a passport or an identity card does not appear in both languages, then the name that does not appear in one of these languages will be spelled on AUB diplomas and degrees according to the personal preference of the student concerned.

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## Section 13 – Web Registration

Students can web register from their homes via the internet, from campus public labs or from assigned labs.

### Student Web Registration Steps:

#### 1. How to activate the AUBnet account?

- a. Log on to AUB Website <http://www.aub.edu.lb/>
- b. Click on Administration and Services.
- c. Click on [Computing and Networking Services \(CNS\)](#).
- d. You are now in the CNS website, click on Students Computing Services.
- e. Click on New Students.
- f. Click on [New AUBnet User Account](#) in the Quick Access Bar on the right of your screen. (Students can click on '[Get your AUB computing accounts](#)', then on '[Activate your AUBnet account](#)').
- g. Click on CONTINUE.
- h. Students must agree to the terms and conditions before they can continue the activation process.
- i. Once agreed on the conditions the students must pick '[Activate Student AUBnet Account](#)'.
- j. Fill all the field required and activate your account.

#### 2. Who is my Adviser?

- a. Your advisor is the person you need to see in order to be able to register.
- b. Log on to AUB Website <http://www.aub.edu.lb/>.
- c. Click on AUBsis. (Top right corner on the page)
- d. Click on Enter secure area.
- e. Log in using ID number and Pin. (your birthday MMDDYY)
- f. You will be asked to change your Pin.
- g. You will be asked to enter a secret question and an answer to this question.
- h. Click on Student Services.
- i. Click on Registration.
- j. Select term Fall 2006-2007.
- k. Click on submit.
- l. Scroll down the page and click on Student Record/Advisor.

### **3. How to register?**

- a. When in your AUBsis account, Click on Student Services.
- b. Click on Registration.
- c. Select the term. (current term Fall 2006-2007)
- d. Click on check your registration status.
- e. Click on Look up Classes to Add. (select the current term again)
- f. Choose a Subject and course number you want to search.
- g. Click on course you want to add.
- h. Insert Alternate Pin.

### **4. How do I pay my Fees?**

- a. When in your AUBsis account, Click on Student Services.
- b. Click on Student Records.
- c. Click on Web Statement of Fees.

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## **Section 14 – Web Withdrawal**

A student can withdraw from only one required course per semester. Students who wish to withdraw from more than one required course in any given semester must petition the appropriate faculty committee for permission to do so. Students may do so via web during web withdrawal periods set by the Registrar's Office and published to students beforehand.

A student may withdraw from elective courses, down to a minimum of 12 credits, not later than 10 weeks (five weeks in the summer term) from the start of the semester. A student will receive a grade of "W" for the course.

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## Section 16 - Articulation

Credit transfer for holders of the Lebanese Bacallaureate, or equivalent certificates.

1. Lebanese Bacallaureate Literature and Humanities.
2. Lebanese Bacallaureate II Philo.
3. French Bacallaureate II Literary.
4. Syrian Bacallaureate Literature.
5. Gov. Sec. Sc. Cert. Literary.

	USED CR
PHIL 102	5
HIST 102	3
CHEM 101	3
PHYS 101	2
PHYS 101L	1
BIOL 101	4
ENGL 000	6
ARAB 102	3
MATH 101	3
Total	30

1. Leb. Bacc. Life Sciences.
2. Lebanese Bacc.II Exp.Sci.
3. French Bacc. II Science.
4. Syrian Bacc.Sci.
5. Gov.Sec.Sc.Cert.Scientific.

	USED CR
PHYS 101	4
PHYS 101L	1
MATH 101	3
MATH 102	3
BIOL 101	3
PHIL 101	3
ARAB 102	3
CHEM 101	4
ENGL 000	6
Total	30

1. Leb. Bacc. General Science.
2. Lebanese Bacc.II Math.
3. French Bacc. II - Math.

	USED CR
PHYS 101	2
PHYS 101L	1
MATH 101	3
MATH 102	3
BIOL 101	3
PHIL 101	3
ARAB 102	6
CHEM 101	3
ENGL 000	6
Total	30

1. Leb Econ and Sociology.
2. French Bacc. II Economie.

	USED CR
ARAB 102	3
BIOL 101	3
CHEM 101	3
ECON 103	3
ENGL 000	6
HIST 102	3
MATH 101	3
MATH 102	3
PHYS 101	2
PHYS 101L	1
Total	30

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## **Section 17 – Degree Requirements**

Visit the Registrar's Office web page:

<http://www.aub.edu.lb/registrar/Pages/degree-requirements.aspx>.

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## **Section 18 – CAPP Curriculum, Advising, and Program Planning**

Web CAPP is a web based interface that allows students and advisors to use CAPP to check student progress against chosen degree requirements. Its objective is to help keep track of a student's progress toward a degree.

Moreover, Web CAPP-What if Analysis was introduced. This functionality allows students to carry an on line assessment of how their course fulfillment status would be if they were to change their majors.

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## **Section 19 – Suggestions and Complaints**

Suggestions or complaints can be submitted through:

[registrar.complaints@aub.edu.lb](mailto:registrar.complaints@aub.edu.lb).

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## **Section 20 – Banner Access: Security Procedure**

### **1. Purpose**

The issue of security at our institution is one that should be given much consideration. This facet of the system will control the access, update, and distribution of data from within the banner system. There are some basic schemes for invoking security in the system as follows:

- a. Each person who will access the system must be given an Oracle logon ID.
- b. Each person will have access to screens which store the data in the system.
- c. Each screen will have either query only, or query and edit/update.

### **2. Banner Access Procedure (Sample)**

Access to forms or tables:

- a. If the user already exists on banner, specify his current user Id (RESUSRX).
- b. If he is a new user to be defined, specify his full name.
  - i. If faculty member then his faculty code (AS,SB,EA,NU,...) is required.
  - ii. If staff, his department name (financial aid, student affairs,...) is required.
- c. Form to be accessed (SFAREGS, SGASTDN...) or table (SWBENRS...).
- d. Form access type (query or update).
- e. Access beginning date.
- f. Access ending date.
- g. Name and signature of the person from the registrar's office filling the request.
- h. Request date.

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## Section 21 – Grading System

Range	Performance Designation	Letter Grade	Grade Points
90-100	Outstanding	A	4.0
85-89	Excellent	B+	3.5
80-84	Very Good	B	3.0
75-79	Good	C+	2.5
70-74	Fair	C	2.0
60-69	Weak	D	1.0
Below 60	Fail	F	0.0

I	Incomplete
P	Pass
PR	In Progress
W	Withdraw
X	No Grade Reported
F	Fail

### 1. Average (AVG)

The average (AVG) is calculated by multiplying the grade for each course by the number of credits for the course, then dividing the sum of the results (Pts) by the total number of credits (Avg-Crs). The highest grade in a repeated course is used in calculating the AVG. However, all course grades remain part of the student's permanent record.

### 2. Dean's Honor List

To be placed on the Dean's Honor List at the end of a given Fall or Spring term, a student must:

- a. Be carrying at least twelve credits.
- b. Not be repeating the term nor have an outstanding probation.
- c. Have passed all the courses of the term and attained an overall average in the required courses of 85 or more, or of 80 or more, while ranking approximately in the top 10 percent of the class.
- d. Not have been subjected to any disciplinary action within the University.
- e. Be deemed worthy by the dean to be on the Honor List.

### **3. Graduation With Distinction**

Students who complete the last two years of study with a general average of 85.00 or above in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with distinction.

Students who complete the last two years of study with a general average of 90.00 or above in all courses, including repeated courses, and who are recommended by their faculties, are awarded their degree with high distinction.

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## **Section 22 – Online Clearance Application**

The Registrar's Office initiates the Online Clearance for the following categories of students:

1. Graduating students.
2. Students leaving the University willingly.
3. Students dropped out of the University.

Once a student meets his/her graduation requirements, the Clearance Officer in the Registrar's Office will initiate the Online Clearance which includes several offices, departments, schools, or faculties depending on the status of the student, upon initiation the clearance the clearance overall status will be "**in progress**" and it will be given an appointment date and will electronically rotate to the various departments whose feedback should be received before the appointment date, on the appointment date the student should show to the Registrar's Office and meet with the Clearance Officer who will make sure that the student has filled the exit form which is a part of the university's accreditation process, and because we would like to do a better job of keeping track of our graduates, all graduating students are requested to fill out their exit form which includes the mailing address, telephone number(s), fax, e-mail address.

The student should have no pending items and is cleared from all the assigned offices, departments, schools, or faculties included in the checklist, the Clearance Office will complete and finalize the clearance whose overall status will be changed to "completed", the student will be eligible to receive his/her diploma and get back the refundable general deposit. Automated electronic notifications and update messages will be generated and forwarded to the student concerned and all the departments included in the checklist.

Students leaving the University willingly and those who are dropped out of the University have to fill in a special form to initiate their clearance.

Manual Clearance form may be initiated for those who left the University or graduated prior to the year 2000 AUB-sis Banner migration date.

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## Section 23 - Forms

The following forms can be accessed through:

<http://www.aub.edu.lb/registrar/pages/forms.aspx>.

1. [Request for Transcript](#).
2. [Graduation Application Form](#).
3. [CE 1 Form](#) (For October or February graduates who choose to attend the commencement exercises).
4. [CE 2 Form](#) (For June graduates who opt not to attend the commencement exercises).
5. [Reactivation Form](#).
6. [Transfer Application](#) (from one faculty to another).
7. [Cross Registration Form](#).
8. [Equivalence Form](#).

Instructions: after printing the form, you need to seek the approval of concerned dean, chairman or committee before submitting it to the Registrar's Office (where it applies).

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## **Section 24 – Degrees Granted by the Faculty of Engineering and Architecture**

The Faculty of Engineering and Architecture offers programs of study leading to the degree of Bachelor of Architecture (BArch), Bachelor of Graphic Design (BGD), and the degree of Bachelor of Engineering (BE), with majors in civil engineering, computer and communications engineering, electrical engineering, and mechanical engineering. The curriculum of the BArch degree extends over 14 terms (ten 16-week semesters and four eight-week summer terms), totaling 192 weeks. Although the program is completed in five calendar years, it is equivalent to a program of six academic years that does not include summers. The curriculum of the BE degree and that of the BGD degree is each divided into 11 terms (eight 16-week semesters and three eight-week summer terms), totaling 152 weeks. This duration is equivalent to five academic years, without summers, but the program is completed in four calendar years. All engineering majors have the first two terms in common. There is a short break after each term and a one-month vacation between summer and fall terms. Applicants who completed the freshman year, or hold the Lebanese Baccalaureate Part II secondary school degree, or its equivalent (thirteen years of pre-university education), such as the French Baccalaureate, the German Abitur, the GCE advanced level, or the International Baccalaureate qualify for admission to first year engineering, graphic design or architecture in the Faculty of Engineering and Architecture.

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## **Section 25 – Supplementary Academic Information**

The American University of Beirut (AUB) has since 1866 provided its students with a university education based on American academic goals and curricula. Its location in Beirut, Lebanon, does create some differences from standard U.S. academic practice. For this reason, AUB provides the following background information that is intended to aid evaluation of the AUB transcript and student records for those assessing students for acceptance into graduate and professional programs. Approximately 65 percent of new undergraduate students enter directly into the Sophomore class, since they come from schools that offer the Lebanese Baccalaureate Part II (deuxieme partie) secondary school degree or its equivalent, such as the French Baccalaureate, the German Abitur, the GCE Advanced level, and the International Baccalaureate degree, all considered the equivalent of thirteen years of pre-university education. Students who have the American or international high school degree enter the Freshman class. Approximately 80 percent of registered students in AUB come from the top 15 percent of their high school classes. Over 90 percent come from the top 25 percent of these classes. Over the past three years, the mean SAT I scores of newly registered Freshman has been 1024; while the mean score for newly registered Sophomores has been 1125. Few AUB students are native speakers of English, hence their SAT I verbal scores tend to be lower than that of their U.S. counterparts. AUB's curriculum is totally in English (except for courses taught in the Arabic department). Applicants for the Freshman class must obtain a minimum TOEFL score of 525 or 200 in the computer based TOEFL exam; applicants for the Sophomore class must obtain a minimum TOEFL score of 575 or 230 in the Computer Based TOEFL exam. Grading at AUB tends to be criterion-based rather than norm-based. Hence, there is a concentration of grades around the 75 percent mark, with relatively few grades above 80 percent to 85 percent. Rather than the bell curve that norm-based grading produces, criterion-based grading produces a steeple curve. Graduate schools should therefore realize when assessing applicants from AUB and their academic records that an average of 80 percent is very good. Students who have an average of 85 or 80 and above who are also in the top 10 percent of their class, qualify for the dean's List. Seventy-five average in the major admits a student to graduate work on probation at AUB and eighty average in the major admits to regular graduate status at AUB. As a result of this criterion-based grading system, the grades of AUB students tend to be lower than that of students in American universities and colleges. For this reason, the university provides students applying to graduate programs in the US with this "Supplementary Academic Information", as an aid in the evaluation of the student's performance in comparison with his/her peers at US universities. This supplementary academic information is given only to provide a contextual background basis of comparison and is not part of the student's official transcript.

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## **Section 26 – Degrees Recognition**

The American University of Beirut located in Beirut, Lebanon, is a private, non-sectarian institution of higher learning, founded in 1866, which functions under a charter from the state of New York. It is administrated by a private, autonomous Board of Trustees. Most of the curricula at the American University of Beirut and the degrees and certificates (that are indicated on pages 47-49 of the 2002-2003 university catalogue) to which these curricula lead have been registered by the Education Department of the state of New York under Section 52.2 of the regulations of the commissioner of education (Chapter II of Title 8 of the official compilation of codes, rules, and regulations of the state of New York). All of the degrees that are granted by the American University of Beirut are recognized by the Lebanese government and have been registered by the Lebanese ministry of culture and higher education.

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## Section 27 – Lebanese Equivalent of the Freshman Class

Students holding the Lebanese Baccalaureate Part II are eligible for consideration for admission to the Sophomore class of the Faculty of Arts and Sciences or the corresponding first year in the Faculties of Engineering and Architecture, Health Sciences, Agricultural and Food Sciences, and Second Year in the School of Nursing. Non-Lebanese students who successfully complete the Freshman class are entitled for promotion to the Sophomore class in the Faculty of Arts and Sciences and for consideration for admission to the corresponding year in the professional schools at the University. Lebanese students who have obtained permission from the Equivalence Committee of the Lebanese ministry of education to continue their education on the basis of a program leading to a high school diploma or certificate, are entitled, upon successful completion of the Freshman class, for promotion to the Sophomore class in the Faculty of Arts and Sciences and for consideration for admission to the corresponding year in the professional schools at the University.

Below is the number of credits and the types of subjects that Lebanese student should take during their Freshman year in order to obtain the equivalence of Lebanese Baccalaureate Part II from the Equivalence Committee of the Lebanese ministry of education.

	<b>Minimum Number of Credits per Subject</b>	
<b>Subject</b>	<b>Freshman Arts</b>	<b>Freshman Sciences</b>
Humanities	12	9
Natural Sciences	3	9
Social Sciences	9	--
Mathematics	--	6
Electives	6	6
<b>Total</b>	<b>30</b>	<b>30</b>

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## **Section 28 - Accreditation**

Degrees awarded by the American University of Beirut are officially registered with the Ministry of Higher Education in Lebanon and with the Board of Education in the State of New York. AUB was granted institutional accreditation in June 2004 by the Commission on Higher Education of the Middle States Association of Colleges and Schools. In September 2006, the Council on Education for Public Health (CEPH) acted to accredit the university's Graduate Public Health Program in the Faculty of Health Sciences (FHS). The AUB Graduate Public Health Program is the first CEPH accredited public health program outside the North American continent. The Commission on Collegiate Nursing Education (CCNE) accredited AUB's School of Nursing for five years beginning October 13, 2007.

The AUB Medical Center has been accredited by the Joint Commission International (JCI) as of October 2007. Previously, the Medical Center was accredited by the US-based Joint Commission on Accreditation of Healthcare Organizations (JCAHO) from 1965 until 1983, when the civil war in Lebanon prevented review teams from continuing with their periodic site visits. The Olayan School of Business is a candidate for accreditation from the Association to Advance Collegiate Schools of Business (AACSB), and the Faculty of Engineering and Architecture is preparing for accreditation from the Accreditation Board of Engineering and Technology (ABET). The University is also a member of the Association of American Colleges and Universities (AACU), the Council of Graduate Schools (CGS), the Association of American International Colleges and Universities (AAICU), the American Association of Collegiate Registrars and Admissions Officers (AACRAO), the Arab Association of Collegiate Registrars and Admissions Officers (Arab ACRAO), the College Board, the Council on International Educational Exchange (CIEE), the National Association for Foreign Student Advisers (NAFSA), the National Association of Student Personnel Administrators (NASPA), the National Association for College Admission Counseling (NACAC), the Overseas Association for College Admission Counseling (OACAC), and the European Council of International Schools (ECIS).

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## **Section 29 – Process Documentation**

The documentation of the processes related to the Registrar's Office was completed. The Registrar's Office has worked with the CNS on organizing all processes related to the Registrar's Office tasks. Processes related to Dean's Honor List, registration of current, old returning students, course catalogue, class schedules were covered. The aim is to compile all activities related to the Registrar's Office in a single report for future reference.

The documentation provides a simple mapping between use cases (processes) and potential domain objects (entities) by identifying glossary entries found in the description and steps of each use case.

The documentation is broken into two sections: 1) use cases, where the domain objects for each use case are shown, and 2) domain objects, where the use cases that reference each domain object are shown. In this way, one can easily identify use case responsibilities and the lifecycle of domain objects. This documentation is useful later in the development process as well, for example to quickly find which use cases need retesting when a particular aspect of your application changes.

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