



Registration Guide for the Fall Semester 2012-2013
Classes begin on Monday, September 17, 2012

	Currently Registered Undergraduate, and Graduate Students	New Students Coming from Abroad, Freshman, Special, Transfer, Second Degree, Cross Registering, Old Returning, and New Graduate Students	New Undergraduate Students	Place
Orientation		September 10 – 11	July 11 – August 1	Office of Student Affairs
Submission of Documents ⁽¹⁾		September 6 - 7	July 30 - September 10	Admissions Office (College Hall)
Cancel registration for not submitting documents		October 5	September 14	Registrar's Office
Advising	Phase I: May 14 - 16	September 10 – 12	July 11 – August 1	Department Concerned.
On-line Course Registration via the INTERNET	Phase I: May 21 - 24 Phase II: July 9 - 10 Phase III: September 3 - 6	September 12 – 14	July 21 – August 1	Check the back of this sheet for the schedule.
Payment of Fees ⁽²⁾ <i>Statements of Fees should be obtained online through AUBSIS⁽³⁾</i>	July 30 – September 21	July 30 – September 21	July 30 – September 21	Ras Beirut branches of: Arab Bank, Bank Audi, Bank Mediterranean, HSBC, BLOM, and Western Union Bank.
Deferred payment	June 31 – August 15	September 6 – 10	September 6 – 10	Comptroller's Office (Students' Accounts Section)
Payment of fees with late charge	September 24 - 28	September 24 - 28	September 24 - 28	Comptroller's Office (Students' Accounts Section)
Cancel Registration for not settling financial accounts	October 5	October 5	October 5	Registrar's Office
Registration formalities for staff and staff dependents	May 15 - July 20	May 15 - July 20	May 15 - July 20	Human Resources/ Comptroller's Office
Hospitalization Insurance Plan Waivers	July 30 – August 10 September 10 – 28	September 10 – 28	September 10 – 28	Human Resources/ Comptroller's Office
NSSF declaration		Before October 12, 2012		
Graduate Assistants ⁽⁴⁾		Before August 10, 2012		Personnel Office/ Comptroller's Office
Dorm residents	May 15 - June 15, 2012	July 2 - 31, 2012	July 2 - 31, 2012	Applications: Student Affairs Office or by mail
Drop and Add Period		September 18 – 21, 2012		Via the INTERNET (AUB-sis)
Last date for withdrawal		November 30, 2012		Via the INTERNET (AUB-sis) for regular Undergraduate, Department Concerned/ Registrar's Office for Graduate, Special, and Intensive English students

(1) New students must report to the University Health Services for medical clearance before starting to register.

New students are urged to secure a post office box immediately after payment of fees.

(2) Fees are paid, in **certified cheques only**, Cheques 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 cheque should be the exact amount shown on the Statement 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) Students who are sponsored by foundations and institutions such as Hariri, Faculty and staff dependents, Graduate Assistants, and student staff members should go in person to the Comptroller's Office (Students' Accounts Section) to finalize their registration.

- **Once you have completed your registration including payment of fees, no further changes in your schedule will be allowed until the Add and Drop Period.**
- 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.**
- **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.**

Registration Centers

Any of the following Labs when available:

- Bliss 208, 209, 210, and Physics Lab 102
- Lab I, fourth floor, and Lab II, first floor (School of Business)
- FAFS Computer Center:
- FEA Labs 1, 2, 3, 5, and 6
- Van Dyck Computer Labs.

April 26, 2012

Schedule and Time Slots for on-line Course Registration & Drop/Add for the Fall Semester 2012-2013

Online Course Registration - Phases I, II, III - Fall Semester 2012-2013		
Category	Day	Time
A	Monday, May 21, 2012	08:00 - 23:00
	Tuesday, May 22, 2012	08:00 - 23:00
	Wednesday, May 23, 2012	08:00 - 23:00
	Thursday, May 24, 2012	08:00 - 23:00
	Monday, July 9, 2012	08:00 - 23:00
	Tuesday, July 10, 2012	08:00 - 23:00
	Monday, September 3, 2012	08:00 - 23:00
	Tuesday, September 4, 2012	08:00 - 23:00
	Wednesday, September 5, 2012	08:00 - 23:00
	Thursday, September 6, 2012	08:00 - 23:00
A1	Monday, May 21, 2012	12:00 - 23:00
	Tuesday, May 22, 2012	08:00 - 23:00
	Wednesday, May 23, 2012	08:00 - 23:00
	Thursday, May 24, 2012	08:00 - 23:00
	Monday, July 9, 2012	08:00 - 23:00
	Tuesday, July 10, 2012	08:00 - 23:00
	Monday, September 3, 2012	08:00 - 23:00
	Tuesday, September 4, 2012	08:00 - 23:00
	Wednesday, September 5, 2012	08:00 - 23:00
	Thursday, September 6, 2012	08:00 - 23:00
B	Tuesday, May 22, 2012	08:00 - 23:00
	Wednesday, May 23, 2012	08:00 - 23:00
	Thursday, May 24, 2012	08:00 - 23:00
	Monday, July 9, 2012	08:00 - 23:00
	Tuesday, July 10, 2012	08:00 - 23:00
	Monday, September 3, 2012	08:00 - 23:00
	Tuesday, September 4, 2012	08:00 - 23:00
	Wednesday, September 5, 2012	08:00 - 23:00
	Thursday, September 6, 2012	08:00 - 23:00
B1	Tuesday, May 22, 2012	12:00 - 23:00
	Wednesday, May 23, 2012	08:00 - 23:00
	Thursday, May 24, 2012	08:00 - 23:00
	Monday, July 9, 2012	08:00 - 23:00
	Tuesday, July 10, 2012	08:00 - 23:00
	Monday, September 3, 2012	08:00 - 23:00
	Tuesday, September 4, 2012	08:00 - 23:00
	Wednesday, September 5, 2012	08:00 - 23:00
	Thursday, September 6, 2012	08:00 - 23:00

Online Course Drop & Add - Fall Semester 2012-2013		
Category	Day	Time
A	Tuesday, September 18, 2012	08:00 - 23:00
	Wednesday, September 19, 2012	08:00 - 23:00
	Thursday, September 20, 2012	08:00 - 23:00
	Friday, September 21, 2012	08:00 - 23:00
A1	Tuesday, September 18, 2012	12:00 - 23:00
	Wednesday, September 19, 2012	08:00 - 23:00
	Thursday, September 20, 2012	08:00 - 23:00
	Friday, September 21, 2012	08:00 - 23:00
B	Wednesday, September 19, 2012	08:00 - 23:00
	Thursday, September 20, 2012	08:00 - 23:00
	Friday, September 21, 2012	08:00 - 23:00
B1	Wednesday, September 19, 2012	12:00 - 23:00
	Thursday, September 20, 2012	08:00 - 23:00
	Friday, September 21, 2012	08:00 - 23:00

Categories for Online Course Registration and Drop/Add for all Currently Registered Students for the Fall Semester 2012-2013

Please find your faculty and class to determine your Category. Once you have determined your category, look it up on the schedule sheet to determine your Registration or Drop/Add time slots.

Category	Faculty	Class Code	Class Description
A	Agricultural & Food Sciences	A4	Agriculture IV
		B3	Agri-Business III
		A3	Agriculture III
		L4	Landscape IV
		L3	Landscape III
		T4	Nutrition & Dietetics IV
		T3	Nutrition & Dietetics III
		F3	Food Sc.& Management III
		V3	Veterinary Science III
	Arts & Sciences	SR	Senior
	Engineering & Architecture	R5	Architecture 12,13,14
		R4	Architecture 9,10,11
		R3	Architecture 6,7,8
		E4	Engineering 9,10,11
		E3	Engineering 6,7,8
G4		Graphic Design 9,10,11	
G3	Graphic Design 6,7,8		

A	Health Sciences	P3	Public Health III
	School of Business	SR	Senior
	School of Nursing	N4	Nursing IV
A1	Agricultural & Food Sciences	A2	Agriculture II
		B2	Agri-Business II
		L2	Landscape II
		T2	Nutrition & Dietetics II
		F2	Food Sc.& Management II
		V2	Veterinary Science II
	Arts & Sciences	JR	Junior
	Engineering & Architecture	R2	Architecture 3,4,5
		G2	Graphic Design 3,4,5
		E2	Engineering 3,4,5
	Health Sciences	P2	Public Health II
School of Business	JR	Junior	
School of Nursing	N3	Nursing III	
B	Agricultural & Food Sciences	A1	Agriculture I
		B1	Agri-Business I
		L1	Landscape I
		T1	Nutrition & Dietetics I
		F1	Food Sc.& Management I
		V1	Veterinary Science I
	Arts & Sciences	SO	Sophomore
	Engineering & Architecture	R1	Architecture 1,2
		E1	Engineering 1,2
		G1	Graphic Design 1,2
	Health Sciences	P1	Public Health I
School of Business	SO	Sophomore	
School of Nursing	N2	Nursing II	
B1	Arts & Sciences	FR	Freshman
		SP	Special, Teaching Diploma
	All Faculties	SP	Special not working for a degree
		PH	PhD.
		PG	Prospective Students
		GR	Graduate
		IE	Intensive English
	Medicine	X2	X-Ray II
X1		X-Ray I	