

AMERICAN UNIVERSITY OF BEIRUT

Student Handbook 2011-12

NAME:

ID NUMBER:

MAJOR:

PO BOX:

EMAIL:

Fall

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------|--------|---------|-----------|----------|--------|
| 8:00 | | | | | |
| 9:00 | | | | | |
| 10:00 | | | | | |
| 11:00 | | | | | |
| 12:00 | | | | | |
| 13:00 | | | | | |
| 14:00 | | | | | |
| 15:00 | | | | | |
| 16:00 | | | | | |
| 17:00 | | | | | |
| 18:00 | | | | | |

Spring

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------|--------|---------|-----------|----------|--------|
| 8:00 | | | | | |
| 9:00 | | | | | |
| 10:00 | | | | | |
| 11:00 | | | | | |
| 12:00 | | | | | |
| 13:00 | | | | | |
| 14:00 | | | | | |
| 15:00 | | | | | |
| 16:00 | | | | | |
| 17:00 | | | | | |
| 18:00 | | | | | |

Summer

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-------|--------|---------|-----------|----------|--------|
| 8:00 | | | | | |
| 9:00 | | | | | |
| 10:00 | | | | | |
| 11:00 | | | | | |
| 12:00 | | | | | |
| 13:00 | | | | | |



Introduction

The Handbook Committee, 2011–12

Talal Nizameddin

Dean of Student Affairs

Charbel Tarraf

Associate Dean of Student Affairs

Omar Odeh

Assistant Vice President for

Marketing and Communications

Hiba Hamade

Coordinator of Student Activities

Designed and produced by the Office of Communications

“ Your vision will become clear only when you look into your heart. Who looks outside, dreams. Who looks inside, awakens. ”

Carl Jung

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Important Telephone Numbers

▶▶ UNIVERSITY EMERGENCY NUMBERS

| | |
|--|------|
| Ambulance (24 hours a day) | 7777 |
| Environmental Health and Safety Center (working hours) | 2360 |
| Fire (24 hours a day) | 5555 |
| Hospital (outside working hours) | 6521 |
| Hospital (working hours) | 6500 |
| Physical Plant, campus (24 hours a day) | 2015 |
| Office of Protection | 2400 |

▶▶ AUH EMERGENCY ROOM

| | |
|--------------------------|------|
| Head Nurse | 6605 |
| Information | 6604 |
| Emergency doctor on call | 6620 |
| Or can be paged | 0211 |

▶▶ CITY OF BEIRUT

| | |
|---------------------|-----|
| Airport Information | 150 |
| International Calls | 100 |
| Internal Security | 112 |
| Red Cross | 140 |

▶▶ AUB MAIN CAMPUS

| | |
|--|-----------|
| AUB Telephone Information | 5010 |
| Moodle and Turnitin Support | 3580 |
| Counseling Center | 3178,3196 |
| Office of Information and Public Relations | 2670 |
| Office of Student Affairs | 3170 |
| Repair-communications | 5000,5003 |
| UHS Infirmary | 3000 |
| AUB Library | 2618 |
| Office of Financial Aid | 3160 |
| Registrar's Office | 2570 |
| Office of International Programs | 3176 |

| | |
|-----------------|------|
| Student Housing | 3175 |
| West Hall | 3182 |

▶▶ **MEN'S DORMS**

| | |
|-----------|------|
| Kerr Hall | 3320 |
| Penrose | 3300 |

▶▶ **WOMEN'S DORMS**

| | |
|-------------|------|
| Jewett | 3260 |
| Bustani | 3280 |
| New Women's | 3350 |
| Murex | 3240 |
| MayFair | 3230 |

“ The man who doesn't read good books has no advantage over the man who can't read them. ”

Mark Twain

Academic Calendar 2011–12

►► Summer Semester 2011

| | |
|-----------------|---|
| May 23–Jun 15 | Registration for Med III and Med IV |
| May 31–Jun 15 | Payment of fees for Med III and Med IV |
| Jun 1 | Clerkships begin for Med III and Med IV |
| Jun 30–Aug 9 | Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website |
| July 11–July 14 | Fall term (2011–12) advising and (Phase II) on-line course registration for current students in all faculties except Medicine |
| July 18–Aug 5 | Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad) |
| Aug 8–Aug 29 | Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad) |
| Aug 8–Sep 13 | Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad |
| Aug 16–Aug 23 | Registration for Med I, Med II, and FM graduate students |
| Aug 19–Aug 23 | Payment of fees for Med I, Med II, and FM graduate students |
| Aug 22 | Classes begin for Med II. |

| | |
|-----------------|--|
| Aug 29 | Classes begin for Med I and FM Graduate students. |
| Aug 30– Sept 14 | Late payment of fees for the first semester for all current students and new sophomore/ first year students (excluding new students coming from abroad) |
| Aug 30–Sept 1 | Id Al Fitr, holiday. No classes |
| Sept 15–Sept 16 | Fall term (2011–12) advising and (Phase III) on-line course registration for current students in all faculties except Medicine |
| Sept 15–Sept 20 | Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website |
| Sept 15–Sept 16 | Preregistration for new students coming from abroad, new graduates and for new freshman students, special, and transfer students, Admissions Office, College Hall |
| Sept 16 | International Student Orientation Program for all students coming from abroad, Office of International Programs |
| Sept 19 | Set registration holds for all new sophomore/ first year students who did not submit their official documents. |
| Sept 19 | Set registration holds for all students who did not settle their financial accounts. |

Sept 19–Sept 21 Orientation for all new undergraduate students (including freshmen, students coming from abroad, special, and transfer students) and graduate students

Sept 19–Sept 22 Advising for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special and transfer students

Sept 20 Cancel registration for all current and new sophomore students who did not settle their fees.

Sept 21–Sept 23 On-line course registration for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special, and transfer students

Sept 22 Cancel registration for all new sophomore students who did not submit their official documents.

Sept 23–Sept 27 Payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, new freshman students, special, and transfer students

►► Fall Semester 2011–12

Sept 26 First semester begins for all faculties except Medicine.

Sept 26–Sept 29 Change of schedule for the first semester (Drop and Add)

| | |
|---------------|---|
| Sept 28–Oct 5 | Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students |
| Oct 3 | Opening Ceremony |
| Oct 21 | Deadline for submitting NSSF declaration for the academic year 2011–12 |
| Nov 6–Nov 8 | Al- Adha, holiday. No classes |
| Nov 22 | Independence Day, holiday. No classes |
| Nov 26 | Hijra New Year, holiday. No classes |
| Dec 5 | Ashoura, holiday. No classes |
| Dec 6 | Founders Day. Classes will be held. Last day for withdrawal from courses for the first semester |
| Dec 6–Dec 9 | Second Semester advising for current students |
| Dec 7–Feb 7 | Inter-faculty on-line transfer applications for the second semester 2011–12 |
| Dec 12–Dec 15 | Second semester on-line course registration for current students |
| Dec 23 | Christmas and New Year vacation begins (10:00 pm). |
| Jan 1 | Christmas and New Year vacation ends (10:00 pm). |
| Jan 2–Jan 13 | Submission of applications for deferral of payment for the second semester for all currently registered students. Application available on the website. |
| Jan 6 | Armenian Christmas holiday. No classes |

| | |
|---------------|---|
| Jan 14 | Classes end for all faculties except Medicine (10:00 pm). |
| Jan 15–Jan 18 | Reading Period for the first semester |
| Jan 17–Feb 8 | Payment of fees for current students for the second semester |
| Jan 19 | First semester examinations begin. |
| Jan 24–Feb 10 | Submission of applications for deferral of payment for the second semester for new and old returning students. Application available on the website |
| Jan 31–Feb 1 | Second semester preregistration for new, old returning, and cross-registering students |
| Feb 1 | First semester ends for all faculties except Medicine. |
| Feb 4 | Prophet's Birthday, holiday. No classes |
| Feb 6 | International Student Orientation Program, for all students coming from abroad, Office of International Programs |
| Feb 6–Feb 8 | New Student Orientation, Office of Student Affairs |
| Feb 7–Feb 10 | Second semester advising and on-line course registration for new, old returning, and cross-registering students |
| Feb 7–Mar 19 | Inter-faculty on-line transfer applications for the fall term 2012–13 |
| Feb 9 | St. Maroun's Day, holiday. No classes |
| Feb 10–Feb 25 | Late payment for the second semester for all currently registered students |

►► Spring Semester 2011–12

| | |
|---------------|--|
| Feb 13 | Second semester begins for all faculties except Medicine. |
| Feb 13–Feb 18 | Payment of fees for new students |
| Feb 13–Feb 16 | Change of schedule for the second semester (Drop and Add) |
| Feb 20–Feb 25 | Late payment for the second semester for new and old returning students |
| Mar 5 | Deadline for submitting NSSF Declaration for the second semester |
| Mar 25 | Annunciation Day, holiday |
| Apr 5 | 10:00 pm. Latin Easter vacation begins |
| Apr 9 | 10:00 pm. Latin Easter vacation ends. |
| Apr 12 | 10:00 pm. Greek Orthodox Easter Vacation begins. |
| Apr 16 | 10:00 pm. Greek Orthodox Easter Vacation ends. |
| Apr 24–May 3 | Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB |
| Apr 27 | Last day for withdrawal from courses for the second semester |
| Apr 30 | Classes end for Med II. |
| Apr 30–May 3 | Advising and on-line registration for current students for Summer 2012 |
| May 1 | Labor Day. No classes |
| May 14–May 16 | Advising for current students for the fall term 2012–13 |

| | |
|---------------|---|
| May 21–May 24 | Fall term (2012-13) early (Phase I) on-line course registration for current students in all faculties except Medicine |
| May 26 | 10:00 pm. Classes end for all faculties except Medicine. |
| May 26–May 29 | Reading Period for the second semester |
| May 30 | Second semester examinations begin. |
| May 31 | Classes end for Med III and IV. |
| Jun 11–Jun 14 | Preregistration, advising, and on-line course registration for new, old returning, and cross registering students for Summer 2012 |
| Jun 12 | Second semester ends for all faculties except Medicine. |
| Jun 13–Jun 21 | Payment of fees for Summer 2012 |

►► Summer Semester 2012

| | |
|---------------|---|
| Jun 18 | Classes begin for Summer 2012 for all faculties except Medicine. |
| Jun 18–Jun 21 | Change of schedule for the summer term (Drop and Add) |
| Jun 22–Jun 27 | Late payment for Summer 2012 |
| Jun 23 | Commencement Exercises |
| Jun 28 | Classes end for Med I. |
| Jul 9–Jul 10 | Fall term (2012-13) advising and early (Phase II) on-line course registration for current students in all faculties except Medicine |
| Jul 20 | Last day for withdrawal from courses for Summer 2012 |

| | |
|---------------|---|
| Aug 4 | 10:00 pm. Classes end for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences. |
| Aug 6–Aug 11 | Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences |
| Aug 11 | 10:00 pm. Classes end for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences. |
| Aug 13–Aug 18 | Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences |
| Aug 15 | Assumption Day, holiday |

“ “I can’t do it” never yet accomplished anything; “I will try” has performed wonders. ”

George P. Burnham



Letter from the Dean

Letter from the Dean of Student Affairs

Dear Students,

The 2011 calendar year has been by all accounts a historic one in the region. What we have learned from recent events is what AUB has known and believed in all along: that freedom of expression is deeply ingrained in human nature. That is why we chose to celebrate freedom of expression at AUB as a theme for the 2011–2012 Handbook.

Students at AUB elect their own representatives each year within their faculties. From each faculty representatives also sit on the University Student Faculty Committee, a university-wide body, which acts as a bridge with the administration and faculty. What has particularly impressed me over the years is the caliber of AUB students who fully understand the rules of engagement by raising important issues using the power of reason, good argument and understanding that in life and politics there are usually good counter-arguments too. It is said that the freedom to swing my arm ends where my neighbor's nose begins, but true respect goes beyond that. Good governance, including student government, creates an environment for change and improvement through a collective will, tolerance and mutual understanding of what is best for all.

Hyde Park allows AUB students to regularly debate hot issues in an outdoor setting. Every student is given the opportunity to speak up in public and discuss matters important to them with others they may know or may not know. It would be naïve to assume that such discussions always lead to agreement, but they are an excellent opportunity to practice the skills of public speaking, the art of a calm and measured response, and the thrill of taking part. Such activities are not simply about blowing off steam but have a tangible result in helping us understand each other and learn why others may think differently.

There are also some 60 clubs, societies and other student organizations at AUB that promote art, culture, music, charity, and many other spheres of Lebanese and human life. They are the

heartbeat and soul of the campus and give it the flavor and character that it has boasted for many decades. Through such organizations students learn about standard rules for meetings, bylaws, minute-taking, elections, and decision-making. Such democratic habits are of an immense educational value and invariably make AUB alumni stand out in the wider world.

Last but not least, student life is reflected on a weekly basis through the *Outlook* newspaper. This is a journal run by students for students and provides a traditional and respected forum for students to express themselves. Every year is also documented through photographs by the Campus Yearbook. It is the hardcopy memory file of a unique student experience at AUB.

I urge and encourage you to take part. AUB will give you a once-in-a-lifetime opportunity to use your voice effectively in later life through the means noted above. Such activities are also a great way to make lifelong friends and enjoy yourself along the way too. It should also make you feel proud being part of the AUB community.

Talal Nizameddin
Dean of Student Affairs

Mission Statement

The American University of Beirut (AUB) is an institution of higher learning founded to provide excellence in education, to participate in the advancement of knowledge through research, and to serve the peoples of the Middle East and beyond.

Chartered in New York State in 1863, the University bases its educational philosophy, standards, and practices on the American liberal arts model of higher education. The University believes deeply in and encourages freedom of thought and expression and seeks to foster tolerance and respect for diversity and dialogue. Graduates will be individuals committed to creative and critical thinking, lifelong learning, personal integrity and civic responsibility, and leadership.

Alma Mater

"Far, far above the waters
 Of the deep blue sea
 Lies the campus of the college,
 Where we love to be.
 Far away, behold Kanisah!
 Far beyond, Sannin!
 Rising hoary to the heavens,
 Clad in glorious sheen.

From Iraq or from Arabia
 From the banks so green
 Of the Great Egyptian river
 Or from Palestine;
 From the waters of Abana
 Lebanon serene,
 We salute thee, Alma Mater!
 Oriental Queen.

Hail to thee, our Alma Mater!
 We would ever be
 Worthy Children. Make us faithful,
 Faithful e'er to thee!
 Whereso'er the land that calls us,
 E'en across the sea,
 We'll salute thee, Alma Mater,
 Hail! O Hail! to thee.

Chorus: Look before us!
 Shout the chorus!
 See the banner wave.
 AUB in thee we glory;
 Make us true and brave."

“ You can discover more about a person in an hour of play, than in a year of conversation. ”

Plato



Academic Information

Academic Information

The academic year at AUB is divided into two semesters, fall and spring, followed by a summer session.

►► Academic Advisers

Each student has an academic adviser who must approve the student's course schedule each semester and personally provide his/her advisees with an alternate pin code for registration. Each freshman student will be assigned an adviser appointed by the Dean of the Faculty of Arts and Sciences. The adviser will continue advising the student until he/she has been accepted into a degree major in a department. Names of advisees and their respective advisers are available on the Student Information System (SIS). Students must consult their advisers first if they encounter academic problems. Advisers maintain their relationship with the students until they graduate or change their majors.

►► Course Registration for New Students

Prior to the start of the academic year, all newly admitted students participate in the New Student Orientation Program (NSOP) to familiarize themselves with the University, the faculty, and each other. During this program, new students are required to meet their advisers before proceeding to registration. After meeting with their designated advisers, who assist in choosing the appropriate courses, students can web register from home via the internet, from campus public computer labs, or from assigned labs.

To register, students should

- Go to the AUB web page, <http://www.aub.edu.lb>;
- Select the student life menu; and
- Select the AUBsis Student Information System.
- After activation of the pin code by the system, follow instructions.

Web registration information sheets are available at the Office of the Registrar and on the Registrar's Office web page.

►► Course Registration for Currently Enrolled Students

All currently enrolled students will register before the end of each semester for the upcoming academic semester. The University Registrar announces all registration dates on the Registrar's Office web page and via email.

►► New Student Health Requirements National Social Security Fund (NSSF) Medical Branch (الصندوق الوطني للضمان الاجتماعي)

Membership in the NSSF is mandatory by law for all Lebanese and French students under 30 years of age excluding freshman students. Non-Lebanese students may not join. In order to facilitate enrollment in the NSSF Medical Branch, Lebanese students are urged to have with them at registration time the following items:

- A social security application form (correctly filled in). Copies of this form will be available at the time of registration.
- Their NSSF number (if already registered) and an employment certificate.
- The NSSF number of either parent (if covered with the NSSF through father or mother)
- Family record (اخراج قيد عائلي)

Students holding insurance other than NSSF must submit an exemption form at the office of the Hospital Insurance Plan (HIP).

►► Payment of Tuition and Fees

Students must download their statements of fees from the AUB website and pay in full all fees before the start of the semester according to the academic calendar dates. Payments may be made at one of the following banks: Arab Bank, Audi Bank, BLOM Bank, Banque de la Méditerranée, HSBC, and SGBL. 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.”**

Students who are sponsored by foundations and institutions should contact the bursary desk at the Office of Student Affairs for further

guidance. Students who are faculty and staff dependents, graduate students, and student staff members (including students with either zero balance or credit balance on their statements of fees) should contact the Office of the Comptroller (Student Accounts Section) to finalize their registration.

Any student who is outside Lebanon during the payment period may access the student information system using his/her password to know the amount required to be transferred to:

HSBC,

[$\text{\$US}$ currency] **Account # 003 – 013687 – 100;** IBAN:

LB73000700000000003013687100

[$\text{\$LBP}$ currency] **Account # 003 – 013687 – 003;** IBAN:

LB73000700000000003013687003

Please quote your name and ID number in the bank transfer.

Under special circumstances, late payment will be permitted for a period of no more than five working days after the announced deadline, but is subject to a late payment fee of $\text{\$100}$.

In case students fail to meet their financial obligations by the assigned due dates, the University reserves the right to place an encumbrance on the student's record which will prevent registration for future semesters and the release of transcripts and diplomas, as well as block access to other university services. **It is the student's responsibility to be informed of all registration and payment dates and deadlines.**

►► Deferments

Students who demonstrate financial need may apply for deferred payment arrangements for tuition fees only. The deferral form may be downloaded from the AUB website, filled in, and submitted to the student section, in the Office of the Comptroller on the ground floor of the west side of College Hall during the dates stipulated in the academic calendar.

►► Financial Aid

AUB has a strong financial aid program to assist its many able and qualified students who could not otherwise meet the cost of tuition. Over 80 percent of students who apply for financial aid at AUB receive such assistance. The financial aid program has grown to its present level of more than \$ 17 million in awards available annually, through the generous support of AUB's alumni and friends. AUB also seeks to strengthen its loan programs continuously. A new agreement, signed with two major Lebanese banks, paved the way for low-rate loans for AUB students with a repayment of up to 10 years after graduation following a one year grace period. In 2009-10 one third of AUB students received around \$13.7 million in the form of need-based grants and merit scholarships, and AUB awarded an additional \$4 million in funds for graduate assistantships and student employment.

►► Refunding of Fees

In the event a student withdraws from the whole semester with approval after registration, the following refund policy applies:

Fall and Spring Semesters

| | |
|--------------------------------------|---------------------|
| Before official beginning of classes | 100 percent of fees |
| During the first week of classes | 75 percent of fees |
| During the second week of classes | 50 percent of fees |
| During the third week of classes | 25 percent of fees |

Summer Session

| | |
|--------------------------------------|---------------------|
| Before official beginning of classes | 100 percent of fees |
| During the first week of classes | 75 percent of fees |
| During the second week of classes | 25 percent of fees |

No refund of fees will be made for special services rendered to students.

►► Drop and Add

After the start of classes, at a date indicated in the university calendar, students may make changes in their schedules through a process known as Drop and Add. After obtaining the approval of their advisers, students may make changes in their courses on the web according to a preannounced schedule. Students may need to settle their accounts at the Office of the Comptroller.

►► Grading System

In the faculties of Agricultural and Food Sciences, Arts and Sciences, Engineering and Architecture, Health Sciences, School of Business, and School of Nursing, the following grading system is used

| CUMULATIVE AVERAGE | GPA | CUMULATIVE AVERAGE | GPA |
|--------------------|------|--------------------|------|
| <60 | 0 | 67 | 1.86 |
| 60 | 1 | 68 | 1.98 |
| 61 | 1.13 | 69 | 2.09 |
| 62 | 1.26 | 70 | 2.2 |
| 63 | 1.38 | 71 | 2.31 |
| 64 | 1.5 | 72 | 2.42 |
| 65 | 1.63 | 73 | 2.52 |
| 66 | 1.74 | 74 | 2.62 |
| 75 | 2.73 | 83 | 3.46 |
| 76 | 2.82 | 84 | 3.54 |
| 77 | 2.92 | 85 | 3.63 |
| 78 | 3.02 | 86 | 3.7 |

| CUMULATIVE AVERAGE | GPA | CUMULATIVE AVERAGE | GPA |
|--------------------|------|--------------------|------|
| 79 | 3.11 | 87 | 3.78 |
| 80 | 3.2 | 88 | 3.86 |
| 81 | 3.29 | 89 | 3.93 |
| 82 | 3.38 | >=90 | 4 |

| | |
|----|-------------|
| I | Incomplete |
| P | Pass |
| PR | In Progress |
| W | Withdraw |

►► Dean's Honor List

For outstanding academic achievement, students are placed on the Dean's Honor List. To be placed on the list at the end of a given fall or spring semester, a student must 1) be carrying at least 12 credits, 2) not be repeating the semester nor have a probation, 3) have passed all the courses of the semester and attained an overall average of 85 or more in the required courses, or of 80 or more while ranking approximately in the top 10 percent of the class, 4) not have been subjected to any disciplinary action within the University, and 5) be deemed worthy by the dean to be on the Honor List.

►► Probation

A student is placed on academic probation if the student's overall average is less than **68** at the end of the **second** regular semester, if the semester average is less than **69** at the end of the **third or fourth** regular semester, or if the semester average is less than **70** in any subsequent semester, excluding the summer term. For evaluation purposes, the minimum number of credits at the end of the second regular semester should be 24, and 12 in each subsequent fall or

spring semester. Courses/credits which are taken during a summer session count toward the semester average of the next regular semester. If the number of credits taken in any one regular semester is fewer than 12 (for approved reasons), courses/credits taken during that semester count toward the semester average of the next regular semester. Credits for incomplete courses are included in the semester in which the incomplete courses were taken. Evaluation for that semester is carried out as soon as grades for the incomplete courses are finalized.

Probation is removed when the student attains a semester average of **69** or more in the third or fourth regular semester, or a semester average of **70** or more in any subsequent regular semester.

►► **Graduation Form**

Upon reaching senior level status, students must be sure to complete the graduation form available at the Office of the Registrar and on-line. Failure to do so may delay graduation.

►► **Academic Regulations by Faculty**

The guidelines for academic regulations are established and approved uniquely by each faculty. Consult the AUB Catalogue for more information.

►► **Faculties and Programs**

Programs leading to degrees are offered in the faculties and departments listed below. For further details, contact the chairs of specific departments or the Office of the Dean.

Faculty of Agricultural and Food Sciences

| FACULTY | BUILDING | EXT. |
|---|---------------------|-------------|
| Office of the Dean | Agriculture, Wing A | 4400 |
| Animal and Veterinary Sciences | Agriculture, Wing B | 4460/4467 |
| Agricultural Sciences | Agriculture, Wing B | 4492/4575 |
| Landscape Design and Ecosystem Management | Agriculture, Wing A | 4508/4578 |
| Agricultural Research and Education Center (AREC) | Beqa'a Valley | 4410 |
| Nutrition and Food Sciences | Agriculture, Wing B | 4500/4554 |
| Student Services Office | Agriculture, Wing A | 4424 / 4408 |

Faculty of Arts and Sciences

| FACULTY | BUILDING | EXT. |
|--|----------------|--------------|
| Office of the Dean | Jesup Hall | 3800 |
| Arabic and Near Eastern Languages | College Hall | 3850 |
| Biology | Biology | 3880 |
| Center for American Studies and Research (CASAR) | College Hall | 4195 |
| Center for Arab and Middle Eastern Studies (CAMES) | Ada Dodge Hall | 4195/ 3845/6 |

| FACULTY | BUILDING | EXT |
|---|--------------------|--------|
| Center for Behavioral Research | Nicely Hall | 3824 |
| Center for English Language Research and Teaching | Fisk Hall | 4140 |
| Chemistry | Chemistry | 3970/1 |
| Civilization Sequence Program | Nicely Hall | 4020/1 |
| Computer Science | Bliss Hall | 4215 |
| Economics | Ada Dodge Hall | 4060/1 |
| Education | Fisk Hall | 3060 |
| English | Fisk Hall | 4090 |
| Fine Arts and Art History | Nicely Hall | 4350 |
| Geology | Post Hall | 4160 |
| Institute of Financial Economics | Nicely Hall | 4240 |
| History and Archaeology | College Hall | 4180 |
| Mathematics | Bliss Hall | 4210 |
| Philosophy | Fisk Hall | 4260 |
| Physics | Emile Bustani Hall | 4280/1 |
| Political Studies and Public Administration | Jesup Hall | 4330 |

| FACULTY | BUILDING | EXT |
|--|------------|------|
| Science and Mathematics Education Center | Fisk Hall | 3094 |
| Social and Behavioral Sciences | Jesup hall | 4360 |
| Student Services Office | Jesup Hall | 3810 |

Suliman S. Olayan School of Business

| FACULTY | BUILDING | EXT. |
|---|----------------------|------------|
| Office of the Dean | OSB-Room 409 | 3930/3931 |
| Business Information and Decision Systems Track | OSB-Room 404 | 2953/ 3931 |
| Finance, Accounting, and Managerial Economics Track | OSB-Room 457 | 3949/3931 |
| Marketing, Management, and Entrepreneurship Track | OSB-Room 308 | 3727/ 3931 |
| Internship and Placement Office | OSB-Room 113D | 3781 |
| Student Services Office | OSB- Room 113B, 113C | 3956/ 3957 |

Faculty of Engineering and Architecture

| FACULTY | BUILDING | EXT. |
|-------------------------------------|--------------|------|
| Office of the Dean | Bechtel | 3400 |
| Architecture and Design | Architecture | 3660 |
| Civil and Environmental Engineering | Bechtel | 3460 |
| Electrical and Computer Engineering | Bechtel | 3520 |
| Engineering Management | Bechtel | 3407 |
| Mechanical Engineering | Bechtel | 3590 |
| Student Services Office | Bechtel | 3409 |

Faculty of Health Science

| FACULTY | BUILDING | EXT. |
|--|----------|----------|
| Office of the Dean | Van Dyck | 4600/1/2 |
| Environmental Health | Van Dyck | 4620/1 |
| Epidemiology and Population Health | Van Dyck | 4640/1 |
| Health Promotion and Community Health (HPCH) | Van Dyck | 4660/4 |
| Health Management and Policy | Van Dyck | 4680/1 |
| Medical Laboratory Sciences | Van Dyck | 4650/1 |
| Student Services Office | Van Dyck | 4607/8/9 |

Faculty of Medicine

| FACULTY | BUILDING | EXT. |
|-------------------------------|----------------------|-------------|
| Office of the Dean | Saab Medical Library | 4700 |
| Anesthesiology | Medical Center | 5310,6380/4 |
| Biochemistry | Dina Tamari Sabbagh | 4870/1 |
| Dermatology | Medical Center | 5330/1 |
| Diagnostic Radiology | Medical Center | 5020/4 |
| Family Medicine | Medical Center | 3044 |
| Human Morphology | Diana Tamari Sabbagh | 4750/1 |
| Internal Medicine | Medical Center | 5350 |
| Laboratory Medicine | Medical Center | 5200 |
| Microbiology and Immunology | Medical Center | 5120/1 |
| Obstetrics and Gynecology | Medical Center | 5600/1/2 |
| Ophthalmology | Medical Center | 5550 |
| Otolaryngology | Medical Center | 5470 |
| Pathology | Medical Center | 5200 |
| Pediatrics | Medical Center | 5500/1/2 |
| Pharmacology and Therapeutics | Diana Tamari Sabbagh | 4840/44 |
| Physiology | Diana Tamari Sabbagh | 4800 |
| Psychiatry | Medical Center | 5650 |
| Radiotherapy | Medical Center | 5090 |
| Surgery | Medical Center | 5260 |
| Student Services Office | Saab Medical Library | 4702 |

Rafic Hariri School of Nursing

| FACULTY | BUILDING | EXT. |
|-------------------------|--------------------------------|------|
| Director | Rafic Hariri School of Nursing | 5952 |
| Student Services Office | Rafic Hariri School of Nursing | 5954 |

“ Nothing can bring you peace
but the triumph of principles. ”

Ralph Waldo Emerson



**Related Academic
Information**

Related Academic Information

►► University Libraries and Museums

AUB has two main libraries: the University Libraries and the Saab Memorial Medical Library. The University Libraries (<http://www.aub.edu.lb/~webjafet>) include the Jafet Memorial Library (the central library of AUB campus), the Engineering/Architecture Library, and the Science/Agriculture Library with its annex AREC (Farm) Library.

The University Libraries have a long history in Lebanon and in the region which is reflected in the rich collections that they own. The collections consist of 587,778 volumes and 5,141 periodical titles, of which 926 are in Arabic. Access is provided to 57,679 electronic journals in 206 databases. There are about 1,139,340 audiovisual items of all formats, the majority of which are microforms of a substantial number of local and regional journals and newspapers going back to the early 20th century. The Archives and Special Collections contain 1,398 manuscripts, some of which have been appraised as museum pieces, 7,714 volumes of theses, projects and dissertations going back to 1907, 3,940 posters and 1,902 maps, as well as 46,418 photographs, of a unique and historical nature. These print and electronic collections are developed and enriched on a regular basis to support the academic and research programs of the University.

The University Libraries are fully automated and many of their resources, databases, electronic books, and references are remotely accessible, providing a modern and virtual environment that is conducive to research. They are equipped with a state-of-the-art electronic classroom and computer lab. Secure and reliable wireless connections are available in all the libraries. The University Libraries provide customized reference and instruction services through emails, walk-ins, and in classes, in an active program of user education which promotes a culture of information literacy at all levels. Researchers from Lebanon, the region, and beyond continuously seek the University Libraries for their unique, rich

and historical collections, particularly on Lebanon and the Middle East. The University Libraries open a total of 103.5 hours per week during the fall and spring semesters (Monday through Friday, **7:30 am to midnight**; Saturday **8:00 am to 5:00 pm**; and Sunday **noon to midnight**) and 70.5 hours per week during the summer (Monday through Friday, **7:30 am to 8:00 pm**, Saturday, **8:00 am to 3:00 pm**). The University Libraries also open 24/7 during reading and exam periods in the fall and spring semesters.

►► Photocopying and Printing

Photocopiers are available in all libraries; payment for copies is made by magnetic cards for a cost of **LL 5,000** per card containing 100 units. Networked laser printing from public computers is available for students with a valid AUBnet account. The networked printers are located in the Jafet Library Computer Lab and in the branch libraries. Printing of one A4-page costs **LL 60**; purchasing of printing quota can be done on-line **24/7**.

►► Computer Labs, Internet Access, and Email

AUB Computing Facilities

Access to the use of AUB computer facilities is through authorized computer accounts. To be granted the use of a computer account, users must agree to abide by the AUBnet Code of Conduct for Users of Computing Systems and Internet Services. A computer account consists of a unique log-in ID and password. You must always keep your password secret.

To activate your AUB computing accounts go to **<http://www.aub.edu.lb/cns/students>**. Select "Account Creation and Management." Select "Activate Your AUBnet Account," and follow the instructions.

Student computer labs are located in the following buildings: Agriculture, Bliss, Business, Engineering (Wing B), Fisk, Physics, Van Dyck, and in all libraries and dormitory lobbies. Wi-Fi wireless coverage is extended all over campus and the Medical Center.

Students pay an internet fee every semester as a separate item on their statement of fees. The current monthly quota per student is 2 GB. This is a combined quota of web and email data. Through the AUBnet Resources website you can find out your internet data usage for the month.

What are the various AUB computing accounts?

AUBnet account: The AUBnet account provides e-mail, intranet, and internet access in addition to other services such as Wi-Fi wireless access, roaming storage space, network printing, and personal website space. Please activate the AUBnet account first as it is required to activate other accounts.

AUBsis account: The AUBsis account provides access to the AUB Student Information System, a web-based application designed to provide the following on-line self-services to students and faculty over the intranet and internet: on-line registration, Drop and Add, class schedules, grades, students' transcripts, address information, and billing statements.

Moodle account: Moodle allows students to access course resources, materials and engage in on-line activities from any medium connected to the Internet. Moodle also allows students to interact with each other and with the instructor. The username and password for the Moodle account is the same as the username and password of the AUBnet ID.

To read more information about Moodle, please visit the Academic Computing Center (ACC) website: (<http://acc.aub.edu.lb>) and go to E-Learning > Moodle > Moodle for Students.

Turnitin Account: Assignments submitted by instructors and students to Moodle can also be sent to Turnitin. Turnitin's servers compare the assignment text with other databases and internet sources. The results of the comparison returns as a color-coded customized Originality Report. The report shows all text matches found, along with sources of those matches. The report will guide instructors in deciding whether or not plagiarism has occurred.

Lime Survey Account: Lime Survey is an on-line survey creation tool. Students, after getting the permission of their instructor and the approval of the Institutional Research Board (IRB), can create on-line surveys that can work for tens to thousands of participants with very little effort. The surveys created should be for academic purposes and related to the courses they are taking. To read more information about Lime Survey, please visit the Academic Computing Center (ACC) website: <https://acc.aub.edu.lb> and go to **Resources > Lime Survey**.

Digital Learning Material: Students can search the ACC Digital Repository for learning material in various formats: simulations, videos, audios, and images, which can help them in their learning and research. (<http://dr.aub.edu.lb>)

Students may also wish to search the AUB You Tube Channel for videos of events that happened at AUB such as lectures, presentations, and seminars. Students can contribute to the AUB channel by adding their own videos to the playlist AUB STUDENTS: Leave Your Mark! (<http://www.youtube.com/AUBatLebanon>)

For additional information about AUBnet Students' Services please visit <http://www.aub.edu.lb/cns/students>

► Office of International Programs

Passports, Visas, and Residence Permits

International students joining AUB, who do not hold Lebanese passports, must have their foreign passports valid for a period of not less than 13 months from the date of joining the University; they should also secure an entry visa from the nearest Lebanese Embassy or consulate in their country.

Once registered, international students who do not hold Lebanese passports are required to obtain a residence permit before the expiration of the entry visa stamped in their passports. Students must apply for this permit as soon as possible after arrival in Beirut, and **ONLY** after registering and paying AUB tuition fees. Applications are available in the International Programs Office.

The Office of International Programs (OIP), in coordination with the Office of Admissions and the Office of the Registrar, will help to provide the necessary certificates for registered foreign students to acquire residence permits from the Lebanese authorities.

International Student Services

The Office of International Programs provides support to all international students studying at AUB. All international students should register upon arrival with the OIP so that the University will know how to reach them, and so that they will know about these special services:

- pre-arrival assistance
- orientation programs for international students
- AUB Ambassadors: AUB student volunteers are matched with international students on campus to help newcomers adjust to AUB and Lebanon
- social gatherings, activities, and trips for international students
- visa, travel, and residence permit information

Study Abroad/Student Exchange

AUB has several exchange/study abroad programs for undergraduate and graduate students. AUB's growing number of international partner institutions include American University, the Elliot School for International Relations, Syracuse University's Maxwell School of Public Policy, and Boston University in the USA; the Danish School of Media and Journalism; l'Institut des Etudes Politiques (or "Sciences Po"), and the Toulouse School of Business, in France; the American University in Cairo, and Bogazici University in Istanbul; and a growing number of universities in the United States, Europe, and elsewhere. AUB students are also allowed to study at accredited universities in almost any country, through the completion of a study abroad approval form.

To obtain information and to discuss your interests in studying abroad, contact the Office of International Programs at the address below, or visit the OIP website.

Faculty Information

Information for faculty concerning the procedures relating to setting up exchange agreements is available at the OIP website and OIP staffs maintain a full list of current AUB exchange agreements, which is available upon request.

The Office of International Programs is located in **West Hall, Room 320**. Telephone: **+961-1-374374 ext.3146**
Email: **oip@aub.edu.lb**
Website: **<http://www.aub.edu.lb/oip>**

►► Writing Center

Students looking for assistance with academic papers, essays, or other writing projects, can visit the Writing Center, located in **West Hall, Room 336**.

The goal of the Writing Center is to enhance writing at AUB and to provide a forum for writers to talk about their texts. Writing tutors encourage analytical thinking, discuss writing strategies, and respect every writer's abilities. Members of the AUB community, including undergraduate and graduate students from all departments, are invited to walk in or to schedule an appointment. Appointments are free and are available at most hours, Monday through Friday, from **9 am to 5 pm**. For more information, please contact the Writing Center at **ext. 3157**, email **writing@aub.edu.lb**, or view the Writing Center website **<http://staff.aub.edu.lb/~webwrite/>**.

►► Research Integrity

All members of the AUB community share responsibility for promoting and maintaining high ethical standards when proposing, conducting, reviewing, and reporting research. Research integrity is essential to the advancement of scientific knowledge; to the preservation of public confidence in that process; and to the credibility of the University, its researchers, and their collaborators.

The Human Research protection program (HRPP) at AUB oversees the safety and welfare of participants in human subjects research projects in accordance with all applicable Lebanese law, institutional policies, and United States federal law when applicable. This program requires certification of the principal investigator (PI) and all research team members (coinvestigators, coordinators, nurses, research fellows, students, etc.) involved in the conduct of research with human subjects (http://www.aub.edu.lb/irb/Documents/cert_recert_p.pdf).

It is the principal investigator's responsibility to ensure that he/she as well as all research personnel performing the project are qualified, appropriately trained, have completed institutional certification and other requirements to conduct research involving human subjects, and will adhere to the provisions of the approved protocol.

“ He who does not plan far ahead shall fall down. ”

Arabic proverb



**Office of Student
Affairs - West Hall**

Office of Student Affairs—West Hall

►► Mission

The Office of Student Affairs exists to integrate into the mission of the American University of Beirut, by providing opportunities to students that enrich and broaden their educational experience. Our commitment is to promote personal development and psychological well-being to students through social, physical, cultural, professional and intellectual activities that would complement their academic life. This holistic approach aims at enabling the students to live, learn, and practice the values of tolerance, civic and moral responsibility, inclusiveness, and excellence in learning and leadership, values that represent the mission of AUB.

►► Vision

The Office of Student Affairs at AUB manages high quality services and programs in the region that promote student participation in civic, athletic, and social activities, creating productive citizens for the future.

▶▶ Staff

| POSITION | NAME | EXT. |
|-----------------------------------|------------------|---------|
| Dean of Student Affairs | Talal Nizameddin | 3170/ 1 |
| Associate Dean of Student Affairs | Charbel Tarraf | 3170/ 1 |
| Director of Counseling Center | Antoine Khabbaz | 3178 |
| Career and Placement Services | Maryam Ghandour | 3172 |
| Director of University Sports | Ghaleb Halimi | 3200 |
| Coordinator of Student Activities | Hiba Hamade | 3197 |
| Psychologist | Nay Khatcherian | 3158 |
| Psychologist | Ola Ataya | 3152 |
| Executive Officer | Hana Ibrahim | 3187 |
| Administrative Officer | Therese Mirib | 3174 |
| Work Study Assistant | Ramza Saad | 3177 |
| Counseling Assistant | Chahla Kiblawi | 3196 |
| Student Housing Assistant | Nisreen Fattouh | 3175 |
| Activities Assistant | Ahmad Yassin | 3182 |
| Associate Technician | Tarek Daw | 3182 |
| Associate Technician | Halim Azar | 3182 |
| Attendant | Mohammad Kamel | 3182 |
| Messenger | Ali Ali-Ahmad | 3170 |

► Department of Student Activities

The Department of Student Activities aims at providing opportunities for student development through co-curricular activities.

The American University of Beirut is an institution of higher learning in the tradition of the liberal arts universities, a tradition focusing on educating the whole person, not the intellect alone. Education does not end in the classroom.

All students are encouraged, whatever their fields of specialization, to develop their unique personal as well as their academic potential through taking a variety of elective courses in the arts and other fields and through participating in a wide variety of co-curricular activities from debating to dancing, from singing in the choir to volunteering with the Red Cross, from painting to poetry.

►► Clubs and Societies

Opportunities for students to participate in cocurricular activities, generally organized under the auspices of student-governed societies or clubs, are numerous. Societies sponsor events, lectures, debates, and publications relevant to an academic discipline, department, or program while clubs provide opportunities to meet with others to pursue common recreational, social, or cultural interests. Membership is open to all registered students upon completion of a membership application and payment of a nominal fee.

Clubs and societies are governed by students with the assistance of a faculty adviser. Elections for cabinets are normally held in April or May and officers serve a one-year term. Clubs and societies are funded by the University Student Faculty Committee (USFC), member subscriptions, and proceeds from activities. For further information or to obtain a list of active clubs and societies, check with the Coordinator of Student Activities.

The Department of Student Activities is located in **West Hall, ground floor, Room 112–112C**, and can be reached by phone at **+961-1-374374**,

ext. 3197 or ext. 3182, by fax at +961-1-744478, or by email at std-act@aub.edu.lb. The office is open during regular working hours.

►► Student Publications

Outlook: The weekly student newspaper represents the voice of the students and reports on most significant events on campus. Managed entirely by students, who develop stories, conduct research and interviews, and write all materials, **Outlook:** appears weekly and is distributed free of charge to all members of the AUB community. Students who have ideas for stories or who would like to work on the newspaper should contact the Coordinator of Student Activities. The **Outlook:** office is located on the second floor of West Hall.

Campus Yearbook: The AUB annual yearbook provides a written and pictorial record of student life throughout the academic year. The yearbook is distributed to all students. Students who would like to work on **Campus** should contact the Coordinator of Student Activities at ext. 3197. The **Campus** Office is located, along with a darkroom, in the basement of West Hall.

►► Student Representation

In recognition of the contribution which students make to the life of the University, the Office of Student Affairs encourages students to become actively involved in responsible governance. Students contribute to the University in a number of important ways. Through their membership on a variety of university committees, students who play an active role in the development of university policies and procedures are able to voice opinions on critical issues and join discussions with faculty, staff, and the university administration.

Students of each faculty elect members to a Student Representative Committee (SRC). All full-time students in good academic standing are eligible to vote for and to seek election as members of their faculty's SRC. Elections are normally held in November and representatives, who are elected by class, serve one-year terms. SRC members are eligible to seek election to the University's central student representative organization—the University Student Faculty

Committee (USFC). The USFC is composed of elected members from each faculty's SRC, faculty members elected by each faculty, and senior administrators who serve ex-officio.

The president of the University is chair of the USFC.

►► Counseling Center

Adjusting to university life can be a difficult transition and a very stressful experience for many students. Personal difficulties, whether of a recent or long-standing nature, can hinder academic success and seriously affect a student's quality of life and well-being.

Personal counseling is offered to AUB students to help them identify and address their issues and problems. This could include anxiety, depression, grief, substance abuse, eating disorders. There are no restrictions as to what can be discussed in counseling.

The counseling team provides assistance to students with study-related issues such as test anxiety and time management.

Counseling is free and confidential. The Counseling Center is located in **West Hall, 2nd floor, Room 210**, and can be reached by phone at **+961-1-374374, ext. 3178, ext. 3158, 3152 or 3196**, or by email at **ak28@aub.edu.lb, nk63@aub.edu.lb or oa03@aub.edu.lb or ck05@aub.edu.lb**. The office is open during regular working hours.

►► Career and Placement Services

The AUB Career and Placement Services provides guidance and **job opportunities** to AUB students, graduates, and alumni for their lifelong career development needs. Assistance is provided through interest and skill assessment, career information, résumé and **cover letter preparation**, interviewing practice, **salary negotiations**, and job-hunting skills.

Career and Placement Services is located in **West Hall, ground floor, Room 112–112E** and can be reached by phone at **+961-1-374374, ext. 3172**, by fax at **+961-1-744488**, or by email at **mgo3@aub.edu.lb or sao@aub.edu.lb**. The office is open during regular working hours.

►► University Sports

The University offers a wide range of sports, athletics, and recreational programs. The Charles Hostler Student Center, located at lower campus, will invigorate athletic life at AUB. Between May and October, students may visit the AUB beach for swimming, water sports, recreation, or relaxation. On campus there are four lighted tennis courts. Professional tennis lessons are available for a nominal charge. Opportunities for competitive (varsity) and team sports abound, as do options for individual recreational activities.

University Sports offices are located at the Charles Hostler Student Center, and can be reached by telephone at **ext. 3200 or 3208**. The office hours are from **7:00 am to 10:00 pm** every day, Saturdays from **10:00 am to 10:00 pm**, and Sundays from **10:00 am to 6:00 pm**.

►► Student Housing

AUB is one of the few residential universities in the Middle East. It offers a beautiful campus with a rich extracurricular program. The Office of Student Housing, part of the Office of Student Affairs, strives to create and maintain an atmosphere in the Residence Halls that will help students grow spiritually, academically, emotionally, and socially. On-campus housing arrangements are made through the Office of Student Affairs in West Hall.

Freshman students whose parents reside outside of Beirut are required to live in University residence hall. The Admissions Office sends each new student a Residence Hall application form as soon as they enrol. A copy of the application is available on our webpage (www.aub.edu.lb) in June and early application is strongly advised.

The application form must be completed and returned to the Office of Student Affairs by the second week of July for the fall semester and by the third week of December for the spring semester. Every new student must pay a deposit fee of **300,000LL**, which may be paid in cash at the AUB Cashier's Office or by check issued in Lebanese Pounds or US dollars to the order of the American University of Beirut.

Students who do not live in a residence hall during the fall semester but wish to do so in the spring semester and /or summer session may apply and are assigned space subject to availability.

For each term, housing charges appear on the statement of fees issued to each student following the completion of the registration process. The fees vary depending on the type of accommodation:

Double LL 1,867,000

(double occupancy room with a shared floor bathroom)

Semi private LL 2,306,000

(two double occupancy rooms with their own bathroom)

Private LL 3,019,000

(single occupancy room with a shared floor bathroom)

The above rates do not include the off-campus women's residence hall (Mayfair), where the rooms are divided into doubles, singles and suites, each having its own bathroom, balcony, and telephone.

MAYFAIR OFF-CAMPUS RESIDENCE HALL FOR WOMEN:

| ROOM TYPE | FEES /SEMESTER IN LEBANESE LIRA |
|-----------------|-------------------------------------|
| Double | 2,698,000/person (around 1,789 USD) |
| Private | 4,720,000/person (around 3,130 USD) |
| Suite (for two) | 5,058,000/person (around 3,354 USD) |

Residence Halls

There are seven residence halls: five for women and two for men. The rooms are divided into doubles, semi-private, and a few private rooms. Please note the priority is to accommodate freshmen and international students. Graduate student applicants are considered only if space remains.

All Residence Halls have heating, air conditioning, hot water, washing machines, dryers, irons, and wireless Internet.

Each room is equipped with a bed, desk, chair and closet. Phone

service for making local and international calls through prepaid cards is available in the lobby or reception area of each Hall.

Women's Residence Halls

While four women's halls are located in the lower campus overlooking the Mediterranean, the fifth is located off-campus in the heart of the Hamra neighbourhood, a short walk from AUB's main gate. The ground floor of each Residence Hall houses a reception desk, a kitchen, and a lobby for socializing, receiving guests and watching television. International pay phones, laundry facilities and vending machines with snacks and soft drinks are installed in the basement or ground floor.

Men's Residence Halls

The two men's Residence Halls are located in the west part of the upper campus close to Bliss street with its abundance of shops and they overlook the splendid Mediterranean Sea. The ground floor of each Hall houses a reception desk, a kitchen and a lobby for socializing, receiving guest and watching television. International pay phones, laundry facilities and vending machines with snacks and soft drinks are installed in the basement or ground floor.

Please note, the semi private room category is not available in the men's Residence Hall.

Contact:

Office of Student Housing at AUB

West Hall, Ground floor, Room 112

Tel + 961-1-374374 Ext. 3175

Fax +961-1-744478

Email: stdhouse@aub.edu.lb

►► **Work-Study Program**

The Office of Student Affairs coordinates an extensive work-study program that provides employment opportunities on campus for eligible full-time undergraduate and graduate students.

Any full-time student in good academic standing may apply for open positions at the Office of Student Affairs. The work-study program is located at **West Hall, 3rd floor, Room 326**, and can be reached by phone at **+961-1-374374, ext. 3177**, or by email at **rs19@aub.edu.lb** or **sao@aub.edu.lb**.

“ People demand freedom of speech to make up for the freedom of thought which they avoid. ”

Soren Kierkegaard



Other University Services

Other University Services

►► Food Services

The University provides students with a modern, cafeteria-style food service on the campus in Ada Dodge Hall. In addition to the main cafeteria, the University also maintains the School of Business Cafeteria, Engineering Cafeteria and the Hostler Center Cafeteria. These facilities provide a variety of hot and cold food and refreshments for students and their guests. Vending machines are available in a number of university buildings.

►► Medical Care

The University Health Services (UHS) provides exemplary comprehensive and continuous primary health care to all AUB Community including Students, Faculty, Staff and their dependants. Hours of operation are **Monday through Friday from 8:00 am till 7:00 pm and Saturday from 10:00 am till 2:00 pm** at the University Health Services which is located in Building 56, first floor, near AUBMC hospital. Appointments can be made at the reception desk in advance either in person or by calling **ext. 3000** between **8:30 am and 4 pm**. Same day appointments can be taken on the same day for urgent problems by calling **ext. 3024**. In case of emergency and after working hours, the patient should report directly to the Emergency Unit.

The list of doctors at the University Health Services with their schedule is available at <http://www.aub.edu.lb/~webuhs>.

Health Insurance Plan (HIP)

The Health Insurance Plan is mandatory for all AUB students registered for at least six credits and above. Auditors are not considered students. A graduate student registered for a thesis is eligible to continue the HIP coverage for two consecutive years only. The HIP annual fee for students starting October 2011 is **LL 445,000 (\$295)**. Regular students enrolled in the fall pay **LL 222,500 (\$148)** then another **LL222,500 (\$148)** in the spring term, however those who start HIP enrolment in the spring will have to pay **LL 333,750 (\$221)**

and will be covered until end of September of the year provided they do not leave the University, drop, withdraw, or graduate.

AUB married students have the option of including spouse and children at additional fees as outlined in the regulations for the Health Insurance Plan. Regarding HIP waiver a student may be exempt from enrolling in HIP if he/she presents proof of coverage by another health insurance plan.

HIP covers medical expenses through the University Health Services and AUB Medical Centre exclusively. In case of emergency in Lebanon only medical bills incurred at other medical centres are covered up to 80% of AUBMC fee schedule and during fall and spring terms only. In summer medical care for students is exclusively provided at AUBMC.

NSSF Medical Branch

Students whose membership in the NSSF-Medical Branch (National Social Security Fund) is required by law, will be charged a fee of **LL 150,000** for the year.

►► Facilities for the Disabled

As old buildings are renovated and new ones built, wheelchair access ramps are being constructed. Some parking lots have been assigned and dedicated for persons with special needs. They are located on different AUB sites. These areas are designated for Special Permit holders. A room for the visually challenged is located in West Hall. For further information and assistance, please call **3197**.

Room for the Visually Challenged Students (RVCS)

A room designated for the assistance of visually challenged students is located on the third floor of West Hall. The Room for the Visually Challenged (RVC) is staffed by members of the Lebanese Red Cross Club at AUB and other students who provide assistance. The room contains various equipment to help visually challenged students in their studies: a scanner which converts printed texts into sound, a computer with an audio screen reader for Windows 95, software for translating digital texts into Braille, a Braille terminal which

interfaces with the computer, and a Braille printer.

In addition, the RVCS is stocked with a number of course notes and required readings on tape.

►► Security and Safety

On-campus security is handled through the Office of Protection, located at the Main Gate on Bliss Street. The office is open 24 hours a day at **ext. 2400** and may be called for any emergency such as personal security, theft, burglary, or assault. An AUB ID card is necessary for entry to campus.

The Department of Environmental Health, Safety, and Risk Management (EHRM) assures that university operations and conditions are provided for personal safety and the protection of university assets. The EHRM helps students and organizers of activities carry out these events safely. Some activities will require obtaining insurance in advance of the event. For this reason and in order to facilitate execution of an event, it is important to inform the Office of Student Affairs of planned activities as early as possible so that EHRM can help assure safety. Early consultation with the EHRM will help avoid delays and last minute changes.

The EHRM also handles emergencies involving hazardous materials such as chemicals, radioactive or bio-hazardous material spills, and toxic gas releases. The EHRM provides fire and safety training for students so they can help monitor events.

The office is open during normal working hours at **ext. 2360**. After working hours the Office of Protection should be contacted. For emergencies involving loss of power, stuck elevators, or flooding, contact the Physical Plant 24 hours a day at **ext. 2015**.

►► Campus Telephones

Telephones for internal use on campus are located at each gate and in some public buildings such as Jafet Library, Agriculture, and West Hall. Public pay phones are located in Jafet, the main cafeteria, West Hall, each of the women's dorms, outside Bustani Hall, and just to

the left of the main foyer of the Medical Center. Card system phones are found in Kerr and Penrose Halls. Cards for these phones may be purchased at the Office of the Comptroller. An emergency phone with a push button for direct connection to the Office of Protection is located at the foot of the stairs leading from the Diana Tamari Sabbagh Building to the women's dorms.

►► Mail Service

The University Post Office, located in the basement of Ada Dodge Hall, handles local campus mail and mail for the Lebanese postal service. To secure a campus mailbox a student must show a receipt of fee payment at the AUB Post Office.

Prices for a regular letter (20 grams) are as follows:

| | |
|---|----------|
| Local mail (within Lebanon) | LL 750 |
| Middle East countries | LL 1,500 |
| Arab African countries: Algeria, Libya, Morocco, Tunisia | LL 1,500 |
| All other countries | LL 2,250 |

Urgent mail may be sent by Aramex through the AUB Post Office (ext. 2192, 2193).

►► Banking on Campus

Two automatic teller machines (ATMs) are available at AUB. One is located just outside Jafet Library; the other to the left of the main foyer of the Medical Center. The machines accept major credit cards and provide 24-hour withdrawals in both Lebanese pounds and US dollars. They also provide account statements for those who bank with HSBC.

►► Center for Civic Engagement and Community Service

In the spirit of AUB's commitment to serve and benefit the broad community in which we live, students, clubs, and societies are encouraged to take part in community service programs which the

newly established Center for Civic Engagement and Community Service (CCECS) at AUB coordinates and supports. These outreach volunteering programs aim at developing a culture of service and civic leadership within the AUB community, at the same time providing opportunities for students to be involved in activities that best satisfy their aspirations and respond to critical needs of society.

Students interested in volunteering can call or email the CCECS (ext. 4430/1; ccecs@aub.edu.lb), or visit the center's website (www.ccecs.org) to view the community service program opportunities available, and for information on volunteering placement and procedures. Students are also invited to visit the center's office in West Hall (Basement B03) where they will be most welcome by the CCECS team. Volunteering opportunities will be properly announced and communicated in due time to the AUB student community.

“ A gentleman is a man who can disagree without being disagreeable. ”

Anonymous



Student Conduct Principles and Policies

Principles

▶▶ Academic Freedom

Freedom in the Classroom

Students are responsible for learning the content of the courses in which they enroll though they should be free to take reasoned exception to the data or views offered in any course of study and reserve judgment about matters of opinion.

Students are responsible for complying with standards of academic performance required by each course in which they are enrolled. Such standards shall be communicated clearly in writing on or before the first meeting of each course. Students should have protection against prejudiced, arbitrary, and capricious academic evaluation.

Freedom of Inquiry and Expression

Students and their official organizations are free to examine and discuss questions and issues of interest to them and to express their opinions whether in public or private. Such freedom does not, however, permit student groups to disrupt the orderly processes of the educational environment, nor does it permit the expression of ideas in ways which violate civil or criminal law, blatantly disregard the truth, threaten, demean, or libel others. In expressing their views, students and their official organizations should make clear that such views are not necessarily those of the University.

Freedom of Association

In general, students are free to form clubs and societies that appeal to the interest of a variety of students. Students are not, however, permitted to form clubs or societies that represent, advance the interests of, or proselytize on behalf of particular political, sectarian, or religious entities. Student clubs and societies must be open for membership to all AUB students in good standing. Clubs and societies must be sanctioned by the University after meeting all the requirements established by the Office of Student Affairs. All student

organizations have bylaws defining their rights and obligations (for details refer to the student affairs website).

►► Academic Integrity

Academic integrity and honesty are central components of a student's education. Ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Students, faculty, and staff are responsible for insuring the academic integrity of the University.

Cheating

Students who use non-permissible written, verbal, or oral assistance, including that obtained from another student during examinations, in course assignments, or on projects, are guilty of cheating.

The unauthorized possession of or use of examination or course-related material may also constitute cheating. Cheating is essentially fraud. It deceives others and causes them to make an assessment based on the misinterpretation of a student's actual ability or performance. Cheating is a violation of the University's academic regulations and is subject to disciplinary action.

Plagiarism

Plagiarism is literary theft. Students who fail to credit ideas or materials taken from another person's work, commit plagiarism. Plagiarism is a violation of the University's academic regulations and is subject to disciplinary action. The following is an example of plagiarism: Putting your name on a piece of work, a part of which is not yours, unless the work is clearly marked and the source of the work is identified.

During the first semester, all AUB students are required to complete a plagiarism tutorial and pass a plagiarism test. You can access the Plagiarism Tutorial and Test by following this path:

1. AUB Homepage A-Z
2. Academic Computing Center
3. Plagiarism
4. The Plagiarism Test

You can take the test as many times as necessary. When you achieve 100% on the test, a notification will be generated and saved in your files in the Office of the Registrar. This notification will become part of your permanent record as evidence of your understanding of plagiarism and how to recognize it. Failure to pass the Plagiarism Test will prevent you from registering for the next semester at AUB.

►► Student Disciplinary Procedures

Students charged with violations of academic regulations or misconduct must be informed of the nature of the charges in writing and the nature of evidence against them. The University must not be arbitrary in its decisions to discipline students and must always provide the opportunity for students to appeal any disciplinary sanction. When disciplinary decisions are rendered, students must be provided with the procedural guidelines for appeal. Whenever possible, except for reasons related to the mental or physical safety or well-being of the student or others on the campus, a student's status, including the right to attend classes, participate in university activities, or use university facilities, should not be altered pending disciplinary action.

Individual faculties and schools establish and approve their own regulations for academic misconduct. Misconduct outside the classroom is handled by the dean of Student Affairs. Cases of serious misconduct and violation of university rules and regulations may be referred to the University Disciplinary Committee.

Policies

►► Policy on Discrimination and Harassment

The American University of Beirut strives to provide all the members of the university community with a work and academic environment in which its members treat one another with respect, and one which is free from discrimination and harassment of all kinds.

The University will not tolerate any type of discrimination or harassment toward or on the part of any person related to the University. The University will investigate all allegations of discrimination and harassment, and, if the allegation is proven, any person found responsible for having discriminated against, or harassed another, will be subject to disciplinary action.

The president of the University shall designate the individuals and/or committees to whom complaints of discrimination and harassment should be reported. The president shall also act as the ultimate judge upon the appeal of a decision rendered by an individual or a committee appointed to investigate allegations of discrimination and harassment.

For the full text of the Policy on Discrimination and Harassment, see the University's website under General Policies, <http://www.aub.edu.lb/~webpnp/>, where information is also available under the following titles: "The University Committee on Harassment," "Sexual Harassment: What to Do If it Happens to You," "Myths and Facts about Sexual Harassment," "Some Suggestions to Avoid Gender Discrimination," "Consensual Relationship Guidelines: Inappropriate Consensual Relationships, Examples of Inappropriate Consensual Relationships, and How to Avoid Appearance of Impropriety."

►► Policy on Smoking

1. Smoking: is not permitted anywhere on the University's property, except for private faculty residences and designated locations. Smoking is prohibited in all university buildings and outdoor

areas including public spaces and roadways, the Green Field, spectator seating, outdoor dining areas, covered walkways, AUB gates, entrances, and parking areas. Smoking is also prohibited in university vehicles at all times and in other private vehicles while they are on campus.

2. Designated Smoking Areas: Smoking is only permitted in university designated areas which extend over a radius of five meters from the signs designating a smoking area. The dean of Student Affairs will, at his discretion, designate those floors in selected student residences where smoking is permitted.
<http://www.aub.edu.lb/communications/Documents/smoking-map.pdf>
3. Safety Precautions: Improper disposal of smoking materials is a fire hazard. Persons smoking in designated areas, or in private residences, where smoking is permitted, are required to ensure that smoking materials are disposed of in a tidy and safe manner. Cigarette butts are to be disposed of in the receptacles provided in the designated smoking areas and not on the ground or thrown into the wooded or landscaped areas.
4. Sales/Advertisements: The sale, distribution, or advertisement of tobacco products is prohibited in university facilities and public areas. Financial contributions from tobacco companies to AUB activities such as sports and cultural events are also prohibited.

Smoking Cessation Program

A Smoking Cessation Program is offered at AUBMC to faculty, staff, and students who would like assistance in overcoming tobacco addiction. For an appointment, call **ext. 5989**.

Compliance and Implementation:

1. All persons on AUB property are required to abide by this policy. This policy is to be implemented by units and departments in the same manner as other university policies. Breaches of the policy should be reported to the Environmental Health and Safety Center, **ext. 2360**.

2. Campus Protection personnel are authorized to monitor compliance with the policy among visitors, students, staff, and faculty. Protection personnel will request anyone in violation of the policy to comply immediately failing which protection personnel may ask the offenders to supply their names and ID numbers. Protection personnel will then report the offenders to the dean of Student Affairs, the staff member's supervisor, the faculty member's dean, or the provost.
3. Persons who are found to have breached the policy will be subject to disciplinary action in accordance with the **Student Code of Conduct, the Faculty Manual, or the Non Academic Staff Manual.**

▶▶ Policy on Drugs and Alcohol

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited on campus and appropriate disciplinary action will be taken against those found in violation of these prohibitions.

▶▶ Policy on Posting Materials on Campus

All materials to be posted by students on campus must first be authorized and stamped at the Office of Student Affairs in West Hall.

▶▶ Policy on Access to campus

Students with IDs are permitted to enter the campus. Registered full-time and part-time students, including students of the Program, obtain their IDs annually through the regular registration process. The validity of this category of ID is for one year, and a new photo and ID should be issued every year by the ID Center in Ada Dodge Hall. Visitors must obtain temporary campus passes issued by the Office of Protection. For further details see the full text of the Policy on Access to Campus under General Policies on the AUB website, <http://www.aub.edu.lb/~webpnp/>. See also on the page the regulations concerning presence on campus for those students living in residence halls.

“ Don't join the book burners. Don't think you're going to conceal faults by concealing evidence that they never existed. Don't be afraid to go in your library and read every book. ”

Dwight D. Eisenhower



Appendix: Student Code of Conduct

Student Code of Conduct

Approved by Senate in May 2009

►► Preamble

The American University of Beirut expects that all faculty, staff, and students embrace and exemplify the values of AUB as defined in general university policies regarding ethical standards of behavior.

AUB has a long and distinguished tradition of seeking to instill in students high academic and ethical principles. The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of cocurricular life and social and recreational events. AUB encourages the free exchange of ideas and opinions, but it does not tolerate any form of discrimination or harassment against members of the university community, breach of academic integrity, or infringement of ethical standards of conduct. These principles and values are expressed in AUB's mission statement.

By applying for and accepting admission to AUB, students accept its regulations and acknowledge the right of the University to take disciplinary action for conduct judged to be in violation of the applicable university rules and regulations, and in particular of the Student Code of Conduct.

The Student Code of Conduct shall be applied on campus and at the AUB Farm, the AUB Medical Center, and all university-authorized events such as galas, sporting events, graduation parties, etc.

►► Jurisdiction

The purpose of this code is to provide students with a clear statement of the standards of behavior expected in an educational environment, so that they make responsible choices regarding their participation in

the academic community and understand the consequences of their infringement of these standards. Violations may be of an academic or non-academic nature.

Jurisdiction of academic violations lies initially under the authority of the instructor of the course in which the violation occurred. If necessary, the case will subsequently be reviewed by the Student Affairs Committee of the faculty or school in which the violation occurred. The dean of the faculty or school in which the student is enrolled is responsible for implementing the sanctions recommended by the Student Affairs Committee.

Misconduct that is clearly non-academic falls under the jurisdiction of the dean of Student Affairs, who will take the necessary action in consultation with the dean(s) of the faculty or school to which the student belongs. AUB holds all students responsible for actions occurring on campus and at the AUB Farm, the AUB Medical Center, and university-authorized events.

Students attending an off-campus function as representatives of the University (such as, but not limited to, students serving on academic or athletic teams or engaging in club activities) are subject to disciplinary sanctions for violations of this code.

►► Student Code of Conduct

The following are examples of actions deemed in violation of the Student Code of Conduct; they are not intended to define misconduct in exhaustive or exclusive terms. Any student who violates the principles described in the preamble to this document shall be subject to disciplinary action in accordance with the Student Code of Conduct.

I. Definitions of Misconduct

a. Academic Misconduct

Offences involving academic misconduct include, but are not limited to, the following:

1. Cheating

While taking a test or examination, students shall rely on their own mastery of the subject and not attempt to receive help in any way not explicitly approved by the instructor; for example, students shall not try to use notes, study aids, or another's work.

Such cheating includes trying to give or obtain information about a test, trying to take someone else's exam, or trying to have someone else take one's own exam.

Recommended range of actions: [3-5]

2. Plagiarism

Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed them from. Using another person's documented ideas or expressions in one's own writing without acknowledging the source constitutes plagiarism.

Recommended range of actions: [3-5]

3. In-Class Disruption

Students in class are expected to behave appropriately, and shall not disrupt classes or exams by extraneous conversation and/or misbehaving.

Recommended range of actions: [1-3]

4. Dishonesty

Students are expected to be honest in all dealings with the University. Certain kinds of dishonesty, though often associated with academic work, are of a different category from cheating or plagiarism. These kinds of dishonesty include (but are not limited to) the following:

- a. Misrepresenting personal circumstances to an instructor (for example, in requesting a makeup exam or special due

date for an assignment, or in explaining an absence).

Recommended range of actions: [1-3]

- b. Forging parts of, or signature on, official documents (including both university documents and relevant outside documents such as doctors' notes).

Recommended range of actions: [3-5]

- c. Taking credit for work in a team-project when little or no contribution to the work of the team has been made.

Recommended range of actions: [1-3]

- d. Unlawful copying of computer software.

Recommended range of actions: [2-5]

- e. Engaging in bribery of any kind.

Recommended range of actions: [3-5]

b. Non-Academic Misconduct

1. *Disruption/Obstruction*

Students have the right to express their opinions on matters of concern to the University in an organized manner and in a public space, excluding residences on campus, but they must notify and consult with the dean of Student Affairs before doing so. The nature of the event and any publicity accompanying it must be reviewed by the dean to assure that neither Lebanese law, nor university policies and norms are being violated.

In cases where student-sponsored events, including protests, sit-ins, and demonstrations are, after such consultation, not approved by the dean of Student Affairs, or, if needed by the Board of Deans or the president, it may become necessary for the dean of Student Affairs to undertake disciplinary measures and even to instruct campus protection to bring the public gathering to an end.

Disrupting or obstructing the normal educational process or any university function or activity by student demonstrations, sit-ins, or strikes is strictly prohibited. This includes, but is not limited to disrupting classes, library operations, seminars, exhibitions, meetings, ceremonial events, or examinations; impeding or preventing others

from attending such events; falsely activating a disaster alarm; or making a threat.

Under no circumstances are any members of the university family to be intimidated or threatened in the execution of their normal duties and responsibilities. That means that students and faculty who wish to hold or attend classes or to go to their offices or places of study shall not be prevented from doing so; non-academic staff and administrators shall not be prevented from going to their places of work.

2. Distribution of Unauthorized Published Material

The public distribution and posting of published materials such as fliers, leaflets, posters, audiovisuals, etc., must be approved and stamped by the dean of Student Affairs. The campus protection office will remove from display any such unauthorized material.

3. Theft

Stealing on campus or at a university-authorized event off campus, including unauthorized use of university equipment or services (e.g., telephones, photocopiers, or computer facilities), or possession of stolen property, is prohibited.

4. Destruction of Property/Endangering Public Safety

Students are expected to protect university property and to respect the safety of others. Acts contrary to these principles, which include, but are not restricted to, the following, are subject to disciplinary procedure:

- a. Engaging in vandalism or other intentional damage (such as spray painting or graffiti) to property on campus or at university-authorized events off campus.
- b. Littering, such as disposing of waste (empty bottles, cigarette butts, food containers, etc.) in other than designated places on campus.
- c. Unjustified discharge, damaging, or tampering with any fire extinguisher, fire alarm, or other safety devices.

- d. Taking, or attempting to take, action that damages or could damage private property, without the consent of the owner or person legally responsible.
- e. Appropriating, or attempting to appropriate or possess, private property, without the consent of the owner or person legally responsible.
- f. Unauthorized entry, unapproved duplication of keys or use of such, or unauthorized use of campus facilities.

5. Mental or Physical Harm

Acts that inflict mental or physical harm are prohibited, including the following:

- a. Engaging in physical aggression including, but not limited to, assault.
- b. Engaging, or attempting to engage, in intimidation, coercion, extortion, blackmail, or bribery; bullying; threatening violence, injury, or harm to others on campus or at university-authorized events off campus; endangering or tending to endanger the safety, health, or life of any person.
- c. Engaging in behavior that creates a substantial risk of, or results in, injury to others, such as committing arson or causing a riot.
- d. Using force, inciting violence, inflicting or attempting to inflict injury to others on campus or at a university-authorized event off campus.
- e. Engaging in any activity that endangers the health and safety of an individual or demeans an individual in conduct of an unbecoming or humiliating nature, or in any way that detracts from an individual's academic pursuits.

6. Possession of Dangerous Weapons or Materials

Students must not distribute, possess, store, or use, on campus or at a university-authorized event off campus, any kind of weapon, device, explosive, dangerous chemicals, hazardous materials, or any other instrument designed to do bodily harm or to threaten bodily harm.

Instruments used to simulate such weapons, which endanger or tend to endanger any person, shall be considered weapons.

Students are also prohibited from distributing, possessing, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotics or hallucinogenics, on campus, or at any university-authorized event off campus.

7. Discrimination and Harassment

Students are not allowed to discriminate on the basis of race, gender, age, religion, national origin, ethnic origin, marital status, mental or physical disability. Nor shall they harass, intimidate, insult, or threaten others whether verbally, in writing, or through electronic means.

Engaging in sexual harassment, e.g., requests for sexual favors, unwelcome sexual advances, unwelcome physical contact of a sexual nature, spoken comments or abuse (including email) of a sexual nature, and the public display of sexually suggestive objects or pictures is prohibited (Refer to the University Policy Against Discrimination and Harassment).

8. Smoking and Alcohol

The consumption of alcohol on campus by students is not permitted. Smoking is not permitted in university buildings other than private residences and those areas within the student dormitories, as may be designated from time to time by the dean of Student Affairs (Refer to the University Policy on Smoking).

9. Inappropriate Sexual Behavior

Publicly engaging in sexual behavior is prohibited as deemed by Lebanese law.

10. Use of Computers

Accessing protected computer accounts or other computer functions, knowingly transmitting computer viruses, and unethical use of AUB access is prohibited (Refer to the University Policy on the Use of Computers).

11. Inappropriate Conduct in the AUB Libraries

Any action that impedes the safe and effective use by all patrons of the AUB Libraries for the purpose of study, research, reading and other intellectual pursuits is prohibited (Refer to the University Policy on Appropriate Conduct in Libraries).

II. Disciplinary Actions

Disciplinary action will be imposed according to the nature (academic or non-academic) and severity level of the violation.

A. Academic Misconduct

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible.

It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. A faculty member who has good reason to believe that a student has violated academic standards must give a grade of **zero** on the exam or assignment where the violation occurred.

When the instructor has taken the initial disciplinary action, he or she should send a letter (See Appendix A) to the office of the dean of the faculty or school in which the incident occurred, informing him/her of the incident and the initial action he/she has taken. A copy of the letter will be placed in the student's file, and another copy forwarded to the student's adviser for follow-up. (See detailed flow in Appendix B)

B. Non-Academic Misconduct

1. General

Violations of a non-academic nature are the responsibility of the dean of Student Affairs, in consultation with the dean of the faculty or school in which the student is enrolled and, as necessary, the chief

of campus protection. Students should know that the laws of the Republic of Lebanon apply on campus, and those who violate these laws may be subject to criminal prosecution. (See detailed flow in appendix II).

2. Library-Related

As detailed in the "University Policy on Appropriate Conduct in Libraries," the immediate responsibility for dealing with violations of library rules rests with the librarian or library staff in charge of a department, section, or room of the library where a violation occurs. Violations that are not dealt with internally by the librarian will follow the flow in Appendix B.

C. List of Primary Disciplinary Actions

All disciplinary actions listed below will be recorded in the student's permanent record at the Registrar's Office. Only suspension and expulsion will become part of the student's official transcript of record. Records of the University Disciplinary Committee decisions, including charges and sanctions, will be maintained as part of the confidential records in the office of the respective dean, for a period of up to four years after the student graduates or ceases to be a student.

Range Of Actions

1. Warning

This may be oral or written. It is a statement that the student has inadvertently violated a university regulation. The warning will be documented and recorded. Examples: littering and smoking in prohibited areas

2. Reprimand

This will be in writing. It is a statement that the student has violated a university regulation. It is intended to communicate most strongly, both the disapproval and the reprimand of the university community. Examples: inadvertent plagiarism - failure to cite sources appropriately, and inappropriate physical contact

3. Dean's Warning

This will be in writing. Only two dean's warnings are allowed in a student's academic career at AUB. It is recommended that any violation of university regulations after the second dean's warning results in consideration of suspension. Dean's warnings are normally accompanied by secondary disciplinary actions (See section E below). Examples: plagiarism, academic dishonesty, disruption-obstruction, in-class disruption, mental or physical harm, discrimination and harassment

*4. Suspension**

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). A student will be suspended for a fixed period of time during which the student may not participate in any academic or other activities at the University. At the end of the suspension period, the student may be readmitted to the University, only upon the recommendation of the University Disciplinary Committee.

Examples: cheating, theft, and destruction of property

*5. Expulsion**

This will be in writing and will form part of the student's permanent record (and will appear on the student's transcript). Expulsion denies the student the right to participate in any academic or other activities of the University for an indefinite time. Only under the most unusual circumstances, and upon the recommendation of the University Disciplinary Committee, will an expelled student be readmitted to the University.

Examples: academic dishonesty, possession of dangerous weapons or materials, and endangering public safety.

*Cases whereby the Student Affairs Committee recommends suspension or expulsion should be referred to the University Disciplinary Committee

NB. Any person who maliciously lies to cover up an act sanctioned by the code of conduct will be considered to be an accessory after the fact and may be subject to disciplinary action.

D. Required Withdrawal from Campus Pending Hearing

In extraordinary circumstances, when the student's continued presence is deemed a danger to the university community, the student will be required to withdraw from the campus, pending a meeting of the University Disciplinary Committee. This action shall normally require the approval of the president of the University.

III. Complaint Procedure

Any person subject to, or who witnesses, a violation of the Student Code of Conduct should forward a written complaint to a faculty member, a chairperson, or any university official.

Academic violations shall be forwarded to the dean of the faculty in which the violation occurred. Non-academic violations shall be referred to the dean of Student Affairs. Violations that may require suspension or expulsion will be referred by the concerned dean to the University Disciplinary Committee.

IV. Formal Hearing by the University Disciplinary Committee

The University Disciplinary Committee will deal with alleged violations in a manner that ensures that those charged with a violation understand the charge and the evidence against them and are afforded a reasonable right of rebuttal.

The University Disciplinary Committee shall inform the student of the charge in writing. Evidence shall be presented in the presence of the student who shall have a reasonable right of rebuttal including the right to cross-examine witnesses. In determining penalties, the committee may take into consideration the student's cumulative discipline record.

The University Disciplinary Committee's decision shall be final.

V. Appeal Procedure

Any student who is charged with a disciplinary offense has the right to a full and fair hearing for any disciplinary charges brought against him or her under university regulations.

If any of the following apply, a student may appeal to the dean of the faculty or school regarding faculty or departmental decisions, or to the University Disciplinary Committee against disciplinary action taken by the dean of Student Affairs or the dean of the faculty or school to which the student belongs:

1. Procedural error
2. New evidence
3. Unsupported conclusion
4. Disproportionate sanctions

The outcome of this appeal may result in higher, lower, identical, or no sanctions at all being imposed. The University Disciplinary Committee's decision shall be final.

“ The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn, unlearn, and relearn. ”

Alvin Toffle



Agenda

2011

JANUARY

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JULY

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| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
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AUGUST

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SEPTEMBER

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| 30 | 31 | | | | | |

OCTOBER

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NOVEMBER

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DECEMBER

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2012

JANUARY

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FEBRUARY

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | | |

MARCH

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| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

APRIL

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MAY

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JUNE

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
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JULY

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AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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Monday 25 July 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Tuesday 26 July 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Wednesday 27 July 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Thursday 28 July 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Friday 29 July 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Saturday 30 July 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Sunday 31 July 2011

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Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Monday 1 August 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Tuesday 2 August 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Wednesday 3 August 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Thursday 4 August 2011

Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Friday 5 August 2011

Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website
Orientation, advising, and on-line registration for all new undergraduate students (excluding students coming from abroad)

Saturday 6 August 2011

Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website

Sunday 7 August 2011

Monday 8 August 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Tuesday 9 August 2011

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Submission of applications for deferral of payment for the first semester for all currently registered students and new sophomore/first year students. Application available on the website

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Wednesday 10 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Thursday 11 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Friday 12 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Saturday 13 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Sunday 14 August 2011

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Monday 15 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Tuesday 16 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med I, Med II, and FM graduate students

Wednesday 17 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med I, Med II, and FM graduate students

Thursday 18 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med I, Med II, and FM graduate students

Friday 19 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med I, Med II, and FM graduate students

Payment of fees for Med I, Med II, and FM graduate students

Saturday 20 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med I, Med II, and FM graduate students

Payment of fees for Med I, Med II, and FM graduate students

Sunday 21 August 2011

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med. I, Med. II, and FM graduate students

Monday 22 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Registration for Med I, Med II, and FM graduate students

Payment of fees for Med I, Med II, and FM graduate students

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Classes begin for Med II.

Tuesday 23 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Registration for Med I, Med II, and FM graduate students

Payment of fees for Med I, Med II, and FM graduate students

Wednesday 24 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Thursday 25 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Friday 26 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Saturday 27 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Sunday 28 August 2011

Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Monday 29 August 2011

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Payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Classes begin for Med I and FM Graduate students.

Tuesday 30 August 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Id Al Fitr, holiday. No classes

Wednesday 31 August 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Id Al Fitr, holiday. No classes

Thursday 1 September 2011

Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Id Al Fitr, holiday. No classes

Friday 2 September 2011

Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Saturday 3 September 2011

Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Sunday 4 September 2011

Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Monday 5 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Tuesday 6 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Wednesday 7 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Thursday 8 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Friday 9 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Saturday 10 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Sunday 11 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Monday 12 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Tuesday 13 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Submission of documents for new sophomore/first year students in all faculties except Medicine and new students coming from abroad

Wednesday 14 September 2011

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Late payment of fees for the first semester for all current students and new sophomore/first year students (excluding new students coming from abroad)

Thursday 15 September 2011

Fall term advising and (Phase III) on-line course registration for current students in all faculties except Medicine
 Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website

Preregistration for new students coming from abroad, new graduates and for new freshman students, special, and transfer students, Admissions Office, College Hall

Friday 16 September 2011

Fall term advising and (Phase III) on-line course registration for current students in all faculties except Medicine
 Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website

Preregistration for new students coming from abroad, new graduates and for new freshman students, special, and transfer students, Admissions Office, College Hall

International Student Orientation Program for all students coming from abroad, Office of International Programs

Saturday 17 September 2011

Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website

Sunday 18 September 2011

Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website

Monday 19 September 2011

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Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website
Set registration holds for all new sophomore/first year students who did not submit their official documents.
Set registration holds for all students who did not settle their financial accounts.
Orientation for all new undergraduate students (including freshmen, students coming from abroad, special, and transfer students) and graduate students
Advising for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special and transfer students

Tuesday 20 September 2011

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Submission of applications for deferral of payment for the first semester for old returning, new students coming from abroad, new graduates, and new freshman students, special, and transfer students. Application available on the website
Orientation for all new undergraduate students (including freshmen, students coming from abroad, special, and transfer students) and graduate students
Advising for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special and transfer students
Cancel registration for all current and new sophomore students who did not settle their fees.

Wednesday 21 September 2011

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Orientation for all new undergraduate students (including freshmen, students coming from abroad, special, and transfer students) and graduate students
Advising for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special and transfer students.
On-line course registration for new students coming from abroad, new graduates, new freshman, old returning, cross registering students, special, and transfer students

Thursday 22 September 2011

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Advising for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special and transfer students

On-line course registration for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special, and transfer students

Cancel registration for all new sophomore students who did not submit their official documents

Friday 23 September 2011

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On-line course registration for new students coming from abroad, new graduates, new freshmen, old returning, cross registering students, special, and transfer students

Payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, new freshman students, special, and transfer students

Saturday 24 September 2011

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Payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, new freshmen students, special, and transfer students

Sunday 25 September 2011

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Payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, new freshmen students, special, and transfer students

Monday 26 September 2011

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Payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, new freshman students, special, and transfer students
First semester begins for all faculties except Medicine.
Change of schedule for the first semester (Drop and Add)

Tuesday 27 September 2011

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Payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, new freshman students, special, and transfer students
Change of schedule for the first semester (Drop and Add)

Wednesday 28 September 2011

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Change of schedule for the first semester (Drop and Add)
Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Thursday 29 September 2011

Change of schedule for the first semester (Drop and Add)

Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Friday 30 September 2011

Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Saturday 1 October 2011

Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Sunday 2 October 2011

Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Monday 3 October 2011

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Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students
Opening Ceremony

Tuesday 4 October 2011

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Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Wednesday 5 October 2011

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Late payment of fees for the first semester for new graduates, old returning, cross registering, new students coming from abroad, and new freshman students

Thursday 6 October 2011

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Friday 7 October 2011

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Saturday 8 October 2011

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Sunday 9 October 2011

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Monday 10 October 2011

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Saturday 15 October 2011

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Sunday 16 October 2011

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Monday 17 October 2011

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Tuesday 18 October 2011

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Wednesday 19 October 2011

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Thursday 20 October 2011

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Friday 21 October 2011

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Deadline for submitting NSSF declaration for the academic year 2011–12

Saturday 22 October 2011

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Sunday 23 October 2011

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Monday 24 October 2011

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Tuesday 25 October 2011

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Saturday 29 October 2011

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Sunday 30 October 2011

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Monday 31 October 2011

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Saturday 5 November 2011

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Monday 7 November 2011

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Al- Adha, holiday. No classes

Tuesday 8 November 2011

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Al- Adha, holiday. No classes

Wednesday 9 November 2011

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Thursday 10 November 2011

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Friday 11 November 2011

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Saturday 19 November 2011

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Sunday 20 November 2011

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Monday 21 November 2011

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Tuesday 22 November 2011

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Independence Day, holiday. No classes

Wednesday 23 November 2011

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Thursday 24 November 2011

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Friday 25 November 2011

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Saturday 26 November 2011

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Hijra New Year, holiday. No classes

Sunday 27 November 2011

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Monday 28 November 2011

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Tuesday 29 November 2011

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Wednesday 30 November 2011

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Thursday 1 December 2011

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Friday 2 December 2011

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Saturday 3 December 2011

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Sunday 4 December 2011

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Monday 5 December 2011

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Ashoura, holiday. No classes

Tuesday 6 December 2011

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Founders Day. Classes will be held.
Last day for withdrawal from courses for the first semester
Second semester advising for current students

Wednesday 7 December 2011

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Second semester advising for current students
Inter-faculty on-line transfer applications for the second semester 2011-12

Thursday 8 December 2011

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Second semester advising for current students
Inter-faculty on-line transfer applications for the second semester 2011–12

Friday 9 December 2011

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Second semester advising for current students
Inter-faculty on-line transfer applications for the second semester 2011–12

Saturday 10 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Sunday 11 December 2011

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Inter-faculty online transfer applications for the second semester 2011–12

Monday 12 December 2011

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Second semester on-line course registration for current students
Inter-faculty on-line transfer applications for the second semester 2011–12

Tuesday 13 December 2011

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Second semester on-line course registration for current students
Inter-faculty on-line transfer applications for the second semester 2011–12

Wednesday 14 December 2011

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Second semester on-line course registration for current students
Inter-faculty on-line transfer applications for the second semester 2011–12

Thursday 15 December 2011

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Second semester on-line course registration for current students
Inter-faculty on-line transfer applications for the second semester 2011–12

Friday 16 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Saturday 17 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Sunday 18 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12.

Monday 19 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Tuesday 20 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Wednesday 21 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Thursday 22 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Friday 23 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12
Christmas and New Year vacation begins (10:00 pm).

Saturday 24 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Sunday 25 December 2011

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Inter-faculty on line transfer applications for the second semester 2011–12.

Monday 26 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Tuesday 27 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Wednesday 28 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Thursday 29 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Friday 30 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Saturday 31 December 2011

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Inter-faculty on-line transfer applications for the second semester 2011–12

Sunday 1 January 2012

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Inter-faculty on line transfer applications for the second semester 2011–12.
Christmas and New Year vacation ends (10:00 pm).

Monday 2 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Tuesday 3 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Wednesday 4 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Thursday 5 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
 Submission of applications for deferral of payment for the second semester for all currently registered students
 Application available on the website

Friday 6 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
 Submission of applications for deferral of payment for the second semester for all currently registered students
 Application available on the website
 Armenian Christmas holiday. No classes

Saturday 7 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
 Submission of applications for deferral of payment for the second semester for all currently registered students
 Application available on the website

Sunday 8 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
 Submission of applications for deferral of payment for the second semester for all currently registered students. Application available on the website

Monday 9 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Tuesday 10 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Wednesday 11 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Thursday 12 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Friday 13 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Submission of applications for deferral of payment for the second semester for all currently registered students
Application available on the website

Saturday 14 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Classes end for all faculties except Medicine (10:00 pm).

Sunday 15 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12.
Reading Period for the first semester

Monday 16 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Reading Period for the first semester

Tuesday 17 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Reading Period for the first semester
Payment of fees for current students for the second semester

Wednesday 18 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Reading Period for the first semester
Payment of fees for current students for the second semester

Thursday 19 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12

First semester examinations begin.

Payment of fees for current students for the second semester

Friday 20 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12

Payment of fees for current students for the second semester

Saturday 21 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12

Payment of fees for current students for the second semester

Sunday 22 January 2012

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Inter-faculty on line transfer applications for the second semester 2011–12.

Payment of fees for current students for the second semester

Monday 23 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester

Tuesday 24 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Wednesday 25 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Thursday 26 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Friday 27 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Saturday 28 January 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Sunday 29 January 2012

Inter-faculty on line transfer applications for the second semester 2011–12.
Payment of fees for current students for the second semester

Monday 30 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12

Payment of fees for current students for the second semester

Submission of applications for deferral of payment for the second semester for new and old returning students

Application available on the website

Tuesday 31 January 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12

Payment of fees for current students for the second semester

Submission of applications for deferral of payment for the second semester for new and old returning students

Application available on the website

Second semester pre registration for new, old returning, and cross-registering students

Wednesday 1 February 2012

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Inter-faculty on-line transfer applications for the second semester 2011–12

Payment of fees for current students for the second semester

Submission of applications for deferral of payment for the second semester for new and old returning students

Application available on the website

Second semester preregistration for new, old returning, and cross-registering students

First semester ends for all faculties except Medicine.

Thursday 2 February 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Friday 3 February 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website

Saturday 4 February 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website
Prophet's Birthday, holiday. No classes

Sunday 5 February 2012

Inter-faculty on-line transfer applications for the second semester 2011–12
Payment of fees for current students for the second semester

Monday 6 February 2012

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Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website
International Student Orientation Program, for all students coming from abroad, Office of International Programs
New Student Orientation, Office of Student Affairs

Tuesday 7 February 2012

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Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website
New Student Orientation, Office of Student Affairs
Second semester advising and on-line course registration for new, old returning, and cross-registering students
Inter-faculty on-line transfer applications for the fall term 2012-13

Wednesday 8 February 2012

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Payment of fees for current students for the second semester
Submission of applications for deferral of payment for the second semester for new and old returning students
Application available on the website
New Student Orientation, Office of Student Affairs
Second semester advising and on-line course registration for new, old returning, and cross-registering students
Inter-faculty on-line transfer applications for the fall term 2012-13

Thursday 9 February 2012

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Submission of applications for deferral of payment for the second semester for new and old returning students

Application available on the website

Second semester advising and on-line course registration for new, old returning, and cross-registering students

Inter-faculty on-line transfer applications for the fall term 2012–13

St. Maroun's Day, holiday. No classes

Friday 10 February 2012

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Submission of applications for deferral of payment for the second semester for new and old returning students

Application available on the website

Second semester advising and on-line course registration for new, old returning, and cross-registering students

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Saturday 11 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Sunday 12 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Monday 13 February 2012

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Second semester begins for all faculties except Medicine.

Payment of fees for new students

Change of schedule for the second semester (Drop and Add)

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Tuesday 14 February 2012

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Payment of fees for new students

Change of schedule for the second semester (Drop and Add)

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Wednesday 15 February 2012

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Payment of fees for new students

Change of schedule for the second semester (Drop and Add)

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Thursday 16 February 2012

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Payment of fees for new students

Change of schedule for the second semester (Drop and Add)

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Friday 17 February 2012

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Payment of fees for new students

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Saturday 18 February 2012

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Payment of fees for new students

Inter-faculty on-line transfer applications for the fall term 2012–13

Late payment for the second semester for all currently registered students

Sunday 19 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Monday 20 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Late payment for the second semester for all currently registered students
Late payment for the second semester for new and old returning students

Tuesday 21 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Late payment for the second semester for all currently registered students
Late payment for the second semester for new and old returning students

Wednesday 22 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Late payment for the second semester for all currently registered students
Late payment for the second semester for new and old returning students

Thursday 23 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Late payment for the second semester for all currently registered students
Late payment for the second semester for new and old returning students

Friday 24 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Late payment for the second semester for all currently registered students
Late payment for the second semester for new and old returning students

Saturday 25 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Late payment for the second semester for all currently registered students
Late payment for the second semester for new and old returning students

Sunday 26 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Monday 27 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Tuesday 28 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Wednesday 29 February 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Thursday 1 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Friday 2 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Saturday 3 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Sunday 4 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Monday 5 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13
Deadline for submitting NSSF Declaration for the second semester

Tuesday 6 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Wednesday 7 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Thursday 8 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Friday 9 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Saturday 10 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Sunday 11 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Monday 12 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Tuesday 13 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Wednesday 14 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Thursday 15 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Friday 16 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Saturday 17 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Sunday 18 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012–13

Monday 19 March 2012

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Inter-faculty on-line transfer applications for the fall term 2012-13

Tuesday 20 March 2012

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Wednesday 21 March 2012

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Thursday 22 March 2012

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Friday 23 March 2012

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Saturday 24 March 2012

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Sunday 25 March 2012

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Annunciation Day, holiday

Monday 26 March 2012

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Tuesday 27 March 2012

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Wednesday 28 March 2012

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Thursday 29 March 2012

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Friday 30 March 2012

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Saturday 31 March 2012

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Sunday 1 Apr 2012

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Monday 2 Apr 2012

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Tuesday 3 Apr 2012

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Wednesday 4 Apr 2012

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Thursday 5 Apr 2012

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10:00 pm. Latin Easter vacation begins.

Friday 6 Apr 2012

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Saturday 7 Apr 2012

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Sunday 8 Apr 2012

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Monday 9 Apr 2012

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10:00 pm. Latin Easter vacation ends.

Tuesday 10 Apr 2012

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Wednesday 11 Apr 2012

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Thursday 12 Apr 2012

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10:00 pm. Greek Orthodox Easter Vacation begins.

Friday 13 Apr 2012

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Saturday 14 Apr 2012

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Sunday 15 Apr 2012

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Monday 16 Apr 2012

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10:00 pm. Greek Orthodox Easter Vacation ends.

Tuesday 17 Apr 2012

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Wednesday 18 Apr 2012

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Thursday 19 Apr 2012

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Friday 20 Apr 2012

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Saturday 21 Apr 2012

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Sunday 22 Apr 2012

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Monday 23 Apr 2012

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Tuesday 24 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB

Wednesday 25 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB

Thursday 26 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB

Friday 27 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB
Last day for withdrawal from courses for the second semester

Saturday 28 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB

Sunday 29 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012
for students applying to FAFS and OSB

Monday 30 Apr 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB
Classes end for Med II.
Advising and on-line registration for current students for Summer 2012

Tuesday 1 May 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB
Advising and on-line registration for current students for Summer 2012
Labor Day. No classes

Wednesday 2 May 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB
Advising and on-line registration for current students for Summer 2012

Thursday 3 May 2012

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Inter-faculty on-line transfer applications for the summer term 2012 for students applying to FAFS and OSB
Advising and on-line registration for current students for Summer 2012

Friday 4 May 2012

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Saturday 5 May 2012

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Sunday 6 May 2012

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Monday 7 May 2012

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Tuesday 8 May 2012

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Wednesday 9 May 2012

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Thursday 10 May 2012

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Friday 11 May 2012

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Saturday 12 May 2012

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Sunday 13 May 2012

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Monday 14 May 2012

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Advising for current students for the fall term 2012–13

Tuesday 15 May 2012

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Advising for current students for the fall term 2012–13

Wednesday 16 May 2012

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Advising for current students for the fall term 2012–13

Thursday 17 May 2012

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Friday 18 May 2012

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Saturday 19 May 2012

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Sunday 20 May 2012

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Monday 21 May 2012

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Fall term 2012–13 early phase I on-line course registration for current students in all faculties except Medicine

Tuesday 22 May 2012

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Fall term 2012–13 early phase I on-line course registration for current students in all faculties except Medicine

Wednesday 23 May 2012

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Fall term 2012–13 early phase I on-line course registration for current students in all faculties except Medicine

Thursday 24 May 2012

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Fall term 2012–13 early phase I on-line course registration for current students in all faculties except Medicine

Friday 25 May 2012

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Saturday 26 May 2012

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10:00 pm. Classes end for all faculties except Medicine.
Reading Period for the second semester

Sunday 27 May 2012

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Reading Period for the second semester

Monday 28 May 2012

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Reading Period for the second semester

Tuesday 29 May 2012

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Reading Period for the second semester

Wednesday 30 May 2012

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Second semester examinations begin.

Thursday 31 May 2012

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Classes end for Med III and IV.

Friday 1 June 2012

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Saturday 2 June 2012

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Sunday 3 June 2012

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Monday 4 June 2012

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Tuesday 5 June 2012

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Wednesday 6 June 2012

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Thursday 7 June 2012

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Friday 8 June 2012

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Saturday 9 June 2012

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Sunday 10 June 2012

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Monday 11 June 2012

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Preregistration, advising, and on-line course registration for new, old returning, and cross registering students for Summer 2012

Tuesday 12 June 2012

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Preregistration, advising, and on-line course registration for new, old returning, and cross registering students for Summer 2012

Second semester ends for all faculties except Medicine.

Wednesday 13 June 2012

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Preregistration, advising, and on-line course registration for new, old returning, and cross registering students for Summer 2012

Payment of fees for Summer 2012

Thursday 14 June 2012

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Preregistration, advising, and on-line course registration for new, old returning, and cross registering students for Summer 2012
Payment of fees for Summer 2012

Friday 15 June 2012

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Payment of fees for Summer 2012

Saturday 16 June 2012

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Payment of fees for Summer 2012

Sunday 17 June 2012

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Payment of fees for Summer 2012

Monday 18 June 2012

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Payment of fees for Summer 2012
Classes begin for Summer 2012 for all faculties except Medicine.
Change of schedule for the summer term (Drop and Add)

Tuesday 19 June 2012

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Payment of fees for Summer 2012
Change of schedule for the summer term (Drop and Add)

Wednesday 20 June 2012

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Payment of fees for Summer 2012
Change of schedule for the summer term (Drop and Add)

Thursday 21 June 2012

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Payment of fees for Summer 2012
Change of schedule for the summer term (Drop and Add)

Friday 22 June 2012

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Late payment for Summer 2012

Saturday 23 June 2012

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Late payment for Summer 2012
Commencement Exercises

Sunday 24 June 2012

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Late payment for Summer 2012

Monday 25 June 2012

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Late payment for Summer 2012

Tuesday 26 June 2012

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Late payment for Summer 2012

Wednesday 27 June 2012

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Late payment for Summer 2012

Thursday 28 June 2012

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Classes end for Med I.

Friday 29 June 2012

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Saturday 30 June 2012

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Sunday 1 July 2012

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Monday 2 July 2012

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Tuesday 3 July 2012

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Wednesday 4 July 2012

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Thursday 5 July 2012

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Friday 6 July 2012

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Saturday 7 July 2012

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Sunday 8 July 2012

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Monday 9 July 2012

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Fall term 2012–13 advising and early phase II on-line course registration for current students in all faculties except Medicine

Tuesday 10 July 2012

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Fall term 2012–13 advising and early phase II on-line course registration for current students in all faculties except Medicine

Wednesday 11 July 2012

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Thursday 12 July 2012

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Friday 13 July 2012

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Saturday 14 July 2012

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Sunday 15 July 2012

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Monday 16 July 2012

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Tuesday 17 July 2012

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Wednesday 18 July 2012

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Thursday 19 July 2012

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Friday 20 July 2012

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Last day for withdrawal from courses for Summer 2012

Saturday 21 July 2012

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Sunday 22 July 2012

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Monday 23 July 2012

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Tuesday 24 July 2012

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Wednesday 25 July 2012

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Thursday 26 July 2012

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Friday 27 July 2012

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Saturday 28 July 2012

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Sunday 29 July 2012

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Monday 30 July 2012

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Tuesday 31 July 2012

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Wednesday 1 August 2012

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Thursday 2 August 2012

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Friday 3 August 2012

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Saturday 4 August 2012

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10:00 pm. Classes end for all faculties except Medicine , Agricultural and Food Sciences, and Medical Laboratory Sciences.

Sunday 5 August 2012

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Monday 6 August 2012

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Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences

Tuesday 7 August 2012

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Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences

Wednesday 8 August 2012

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Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences

Thursday 9 August 2012

Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences

Friday 10 August 2012

Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences

Saturday 11 August 2012

Final examinations for all faculties except Medicine, Agricultural and Food Sciences, and Medical Laboratory Sciences 10:00 pm. Classes end for the Faculty of Agricultural and Food Sciences, and Medical Laboratory Sciences.

Sunday 12 August 2012

Monday 13 August 2012

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Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences

Tuesday 14 August 2012

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Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences

Wednesday 15 August 2012

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Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences
Assumption Day, holiday

Thursday 16 August 2012

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Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences

Friday 17 August 2012

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Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences

Saturday 18 August 2012

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Final examinations for the Faculty of Agricultural and Food Sciences and Medical Laboratory Sciences

Sunday 19 August 2012


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“ The hardest challenge is to be yourself in a world where everyone is trying to make you be somebody else. ”

E. E. Cummings

“ I am not discouraged, because every wrong attempt discarded is another step forward. ”

Thomas A. Edison



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