GUIDE THREE
COMPLETE REGISTRATION

THE BELOW GUIDE IS A WALKTHROUGH OF DIFFERENT SCREENSHOTS SERVICES TO HELP YOU COMPLETE REGISTRATION

MAKE SURE TO READ THIS GUIDE VERY CAREFULLY BEFORE JANUARY 2017 ORIENTATION

TO ACCESS THE LINKS, VIEW THIS GUIDE IN FULL SCREEN MODE
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Activate your AUBsis

Enter your Student ID number
The student ID number is a 9-digit number on the confirmation slip given to you by the Admission Office when you first applied to AUB

Enter your PIN-Code
Set to your birthday “MMDDYY”

Access AUBsis
Click on Login

“Disabled Pin Code” Message
To activate your PIN, check with Ms. Julie Awar (2570), Ms. Rola Badreddine (Extension: 2584) or Mr. Samir Hajj (Extension: 2578) in the Registrar’s Office
Verify your Login

Re-enter your PIN-Code
Set to your birthday “MMDDYY”

Enter New PIN-Code
Memorize or keep a note of your new PIN-Code

Re-Enter New PIN-Code
Then click on Login

Never Provide your PIN to anyone
Set your Security Question & Answer

Keep a record of your security question and answer. Check with the Registrar’s Office in case you could not remember your security question and answer in order to reset the PIN, Extension: 2580
Know your Adviser

See your adviser to:
- Assist you in choosing your courses and in developing an academic plan
- Develop with you a student-mentor relationship
- Clarify to you the program and curriculum requirements
- Assist you in working through issues that hinder your academic performance
- Provide you with your alternate pin needed for course registration

Select Term and click Submit
Know your Adviser...

You may be able to check your Adviser’s Office Hours if listed.

Select Term and click Submit
Select timing of your courses...

Prepare your schedule by checking Dynamic Course Schedule
To Register Select a Term...

Select a Term From the Registration Menu, click on Select Term to choose a term then, click Submit
To Register Check your Registration Status

Check Your Registration Status
Display various items that affect your registration including registration holds, registration permits, overrides and time tickets.

Time tickets
Indicate the dates and times AUBsis will be available for registration.

Registration permits and overrides
shows any permissions granted to you in order to register for a course. These permissions are set to handle issues pertaining to Pre- or Co-requisites, Capacity, Faculty Restriction, Special approval and other restrictions.
To Register Check Course Schedule...

Look-up Classes to Add
Allows you to search for classes. Under each subject you can search by:

a. Course Number
b. Title
c. Schedule Type
d. Credit Range
e. Instructor
f. Attribute Type
g. Time and Days

You have to initiate a search for each course. Plan your schedule ahead of time & Keep a list of the CRNs. You will be able to register all your planned courses using Add/ Drop/ Withdraw menu option.
To Search the Course Catalogue without Logging in

Access AUBsis Homepage directly from: AUB Homepage Click on “Course Catalog” to access information about courses listed in the catalogue and then “Search” by course title and number.
To Register Select the CRN

Select
- **C** identifies a closed class
- **NR** identifies a section with remaining seats. NR is replaced by a box when you have time tickets. To register check the box and click Register

Course Reference Number (CRN)
Is a five-digit unique identifier assigned to a specific class section. Click on the CRN to view the catalogue description of the course.

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<tr>
<th>Select</th>
<th>CRN</th>
<th>Subj</th>
<th>Crse Sec</th>
<th>Cmp</th>
<th>Cred</th>
<th>Title</th>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Cap</th>
<th>Act</th>
<th>Rem WL</th>
<th>WL</th>
<th>WI</th>
<th>XI</th>
<th>Cap Act</th>
<th>Rem WL</th>
<th>XI</th>
<th>Cap Act</th>
<th>Instructor</th>
<th>Date (MM/DD)</th>
<th>Location</th>
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To Register Check if the Course Fits your Schedule

<table>
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<tr>
<th>Subj</th>
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<tr>
<td>Crse</td>
<td>Course</td>
</tr>
<tr>
<td>Sec</td>
<td>Section</td>
</tr>
<tr>
<td>Cred</td>
<td>Credit, One credit is a unit of academic credit; one hour (50 minutes) a week for an academic semester</td>
</tr>
</tbody>
</table>

| Days | M is Monday, T is Tuesday, W is Wednesday, R is Thursday and F is Friday |

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**Look-Up Classes to Add:**

| Select CRN | Subj | Crse | Sec | Cap Cred | Inst. Method Days | Time | Cap Act | Rem | WL | WL | WL | XL | XL | Instructor | Date (MM/DD) | Location |
|------------|------|------|-----|---------|-------------------|------|---------|-----|-----|-----|-----|-----|------------|--------------|----------|
| C 1217     | ECON | 211  | 1   | 25      | MW am 10:00-10:50 | 25   | 25      | 0   | 0   | 0   | 0   | 0   | Lella Daghet (P) | 01/19 | WEST BATHSHI |
| C 1218     | ECON | 211  | 1   | 25      | MW am 11:10-11:50 | 25   | 25      | 0   | 0   | 0   | 0   | 0   | Malak Makkai | 09/17-01/19 | SOCIAL SCIENCES |
| W 1218     | ECON | 211  | 1   | 25      | MW pm 05:00      | 25   | 25      | 0   | 0   | 0   | 0   | 0   | Nicole Clémence | 09/17-01/19 | SOCIAL SCIENCES |
| C 1218S    | ECON | 211  | 1   | 23      | MW am 11:10-11:50 | 23   | 25      | 0   | 0   | 0   | 0   | 0   | Lella Daghet (P) | 09/17-01/19 | WEST BATHSHI |
| W 1218S    | ECON | 211  | 1   | 22      | MW pm 05:00      | 22   | 25      | 0   | 0   | 0   | 0   | 0   | Layal Wahba | 09/17-01/19 | SOCIAL SCIENCES |
To Register Check if there is a Remaining Seat

Cap maximum capacity of the section
Act actual capacity
Rem remaining capacity
WL Cap waitlist maximum capacity
WL Act waitlist actual capacity
WL Rem remaining waitlist capacity
Instructor Note: TBA means To be Announced
Date (MM/DD) period of the course identified by month and day
Attribute is what the course will be considered for the student, the properties of the course (Natural Science, Arabic Communication Skills, Social Science, Humanities or it may be empty). For more details, kindly check the 2014-15 undergraduate catalogue.
To Register Get your Alternate Pin

Alternate Pin
The Alternate pin is different than the pin used to login to AUBsis. You will get the alternate pin from your adviser during Advising period.
To Register all your Courses

Add/Drop/Withdraw Classes
To register all your courses:
• Plan your schedule ahead of time
• Keep a list of the CRN of the courses you want to register
• Using Add/Drop/Withdraw Classes, you will be able to add all the courses with one click

How To Add Classes
• Enter the CRN of the courses in the Add classes Worksheet boxes at the end of the page
• Click Submit Changes button
The registration of all the courses will be processed at the same time.
To Drop a Course

Drop a Course
- Using the drop down menu, choose **Web Drop**
- Click **Submit Changes**

Drop and Add a Course
- Use the drop down menu
- Choose **Web Drop**
- Write down the CRN of the course you want to add in **Add Classes Worksheet**
- Click **Submit Changes**

![Add/Drop/Withdraw Classes interface](image)
If you are not Able to Add or Drop a Course
Check your Registration Errors

If the course has a restriction (For example, Prerequisite), a registration error box will appear as per figure one. To remove a restriction, get a petition form signed by the respective instructor and the chairperson.

Registration Error: Students can’t drop their last course as per figure two.

Figure One

![Add/Drop/Withdraw Classes:](image1)

Figure Two

![Add/Drop/Withdraw Classes:](image2)