GUIDE TWO
ACCESS AUBsis

THE BELOW GUIDE IS A WALKTHROUGH OF DIFFERENT SCREENSHOTS SERVICES AVAILABLE ON AUBsis

MAKE SURE TO READ THIS GUIDE VERY CAREFULLY BEFORE JANUARY 2017 ORIENTATION
TO ACCESS THE LINKS, VIEW THIS GUIDE IN FULL SCREEN MODE
<table>
<thead>
<tr>
<th>CONTENT</th>
<th>1 ACCESS AUBsis</th>
<th>3-4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 KNOW AUBsis INTERFACE</td>
<td>5-13</td>
</tr>
<tr>
<td></td>
<td>3 LEARN ABOUT TYPES OF RESTRICTIONS</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>4 TO VIEW YOUR SCHEDULE BY DAY AND TIME</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>5 TO VIEW YOUR DETAIL SCHEDULE</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td>6 TO VIEW YOUR STUDENT RECORDS</td>
<td>17-20</td>
</tr>
<tr>
<td></td>
<td>7 LEARN ABOUT END TIMEOUT SESSION</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>8 ACTIVATE AUBNET / AUBLive@EDU / AUB WIRELESS LAN</td>
<td>22</td>
</tr>
</tbody>
</table>
How to Access AUBsis

Access AUBsis
Access AUB Student Information System (AUBsis) Homepage directly from AUB Homepage
http://www.aub.edu.lb

What is AUBsis?
AUBsis is a web-based program designed to provide on-line services to students and faculty including but not limited to:

- Know your adviser
- Register, add and drop classes
- View your class schedule
- Check your grades at the end of a semester
- Check your credits transferred
- Check billing statements
- Waive Health Insurance Plan (HIP)
How to Access AUBsis (Cont’d)

Access AUBsis
For more details check Guide-3: Complete Registration.
Know AUBsis Interface

Below is AUBsis Interface
To Register, View Academic Records

Student Services
Allows you to access your student records. This includes:

- Registration
  - Who is my adviser?
  - To register, you have to select the term
  - Registration status & process

- Student Records
  - Grades
  - Unofficial transcript
  - Statement of fees

- Financial Aid
  - Financial Aid
To Access Moodle at AUB

Moodle
Moodle is the official Learning Management System (LMS) at the American University of Beirut (AUB). Moodle is used to teach Web-enhanced, Blended/Hybrid, or Online courses. Moodle allow you to access course resources and activities from any device (PC, Laptop, smartphone, IPad…) with Internet connection regardless of the Operating System.

Access Moodle
Go to AUB homepage and click on “E-Learning” link or type this URL: http://moodle.aub.edu.lb/. To login to Moodle, please use the same username and password you are using for your AUB I-mail.

For Moodle technical support, please contact us:
Email: moodle@aub.edu.lb
Phone: 3518/3599/3586
Location:
Academic Core Processes and Systems Van dyck, Annex building
To Change your Contact Information

Click on the third closed file to:
• Change PIN
• Change Security Question
• Answer a Survey
• View and Update Address(es) and Phone(s)
• View E-mail Address(es)
• View Emergency Contacts
• Name Change Information
• AUB Student Housing
To Change PIN

Change PIN

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

Change PIN

RESET

RELEASE: 8.6.2
To View and update your Address

View Address(es) and Phone(s)

Faculty & Staff changes are to be submitted to the AUB - Business Services, ext. 2360/2370.

Students wishing to change their mail boxes are to go to the Post Office, Ada Dodge Hall. All other student changes are to be submitted to the Registrar's Office, College Hall.

Your active addresses are displayed in order by address type.

Addresses and Phones

AUB - Box
Current: Jul 18, 2012 - (No end date)
AUB - Box:****
Lebanon

Phones
Primary: None Provided

SMS
Current: Sep 10, 2013 - (No end date)
SMS
Beirut,
Lebanon

Phones
Primary: None Provided
SMS communications: 03-973820

[ Update Address(es) and Phone(s) ]
To Apply for Student Housing...
To Submit a Suggestion or a Complaint

Suggestions/Complaints
Click on Suggestions/Complaints, it directs you to suggestion/Complaints center page where there is a list of e-mails you may contact concerning:

- AUBnet accounts
- Book Availability at AUB Bookstore
- Financial Aid
- Infirmary/University Health Services
- Registration
- Student Affairs Office
To Check your Financial Aid Application

Student Awards and Financial Aid
To apply for Financial Aid as a new student, complete and submit the Financial Aid Application IN PERSON along with all the required documents to the Financial Aid Office.

For more Details check: http://www.aub.edu.lb/faid/Pages/index.aspx
Learn about Types of Restrictions...

Types of Restrictions
1. Capacity
2. Major Restriction
3. Class Restriction
4. Pre- or Co-requisite restriction
5. Faculty restriction
6. Level Restriction

To get an increase capacity override or to remove restrictions, get a petition form signed by the respective instructor and the chairperson.
To View your Schedule by Day and Time

Student Schedule by Day & Time
Displays your schedule in a weekly format. To view your schedule by day and time for the subsequent or previous semesters click Next Week or Previous Week
To View your Student Detail Schedule

Student Detail Schedule
Displays your detail schedule:

**Total credits registered** According to AUB rules, undergraduate students cannot register for less than 12 credits per regular semester. If you are forced to reduce your load to fewer than 12 credits, the issue must first be referred to the appropriate faculty committee.

**Status:** Registered or on Waiting List

**Assigned Instructor,** by clicking on the e-mail icon you can contact your instructor

**Grade Mode:** Numeric Credits or Pass/Fail

**Level:** Undergraduate or graduate
To View your Student Records...
To View your Holds

View Holds
- If the type of hold is related to financial issues, Contact Comptroller’s Office
- For other holds, Contact Registrar’s Office on the following Extensions: 2570, 2573, 3575

In this case, you have to repeat the plagiarism exam before you can register for courses.
To View your Final Grades

![Image of AUB Student Records interface]

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## Final Grades

### Student Information

- **Current Program**: Bachelor of Engineering
- **Level**: Undergraduate
- **Program**: BEE in Mechanical Engineering
- **Admit Term**: Fall 2012-2013
- **Admit Type**: Standard - Undergraduate
- **Catalog Term**: Fall 2012-2013
- **College**: Engineering & Architecture
- **Major**: Mechanical Engineering
- **Academic Standing:**

### Undergraduate Course Work

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course Section</th>
<th>Course Title</th>
<th>Campus Final Grade</th>
<th>Attempted GPA</th>
<th>Hours</th>
<th>Quality Points</th>
<th>GPA</th>
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<tr>
<td>10631</td>
<td>CIVV</td>
<td>210</td>
<td>Statics</td>
<td>80</td>
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<td>12021</td>
<td>CIVS</td>
<td>205</td>
<td>Ancient.Medieval.Renaissance Civil</td>
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<td>10178</td>
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<td>Introduction to Programming</td>
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<td>202</td>
<td>Academic English</td>
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<td>12161</td>
<td>MATH</td>
<td>201</td>
<td>Calculus &amp; Analytical Geom.III</td>
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<td>10297</td>
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<td>220</td>
<td>Engineering Graphics</td>
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</table>

### Undergraduate Summary

<table>
<thead>
<tr>
<th>Attempted GPA</th>
<th>Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
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<tr>
<td>16.00</td>
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<td>46.00</td>
<td>46.00</td>
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<td>1374.00</td>
</tr>
</tbody>
</table>
To View your Academic Transcript

Display Transcript - Select Level and Type
- Select the transcript level and transcript type, then click Display Transcript.

Display Transcript
- This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

Transfer Credit | Institution Credit | Transcript Totals | Courses in Progress

Transcript Data
- STUDENT INFORMATION
  - Name: [Redacted]
  - Student Type: New Student / Second term

- Current Program
  - College: Engineering & Architecture
  - Major: Mechanical Engineering

***THIS IS NOT an Official Transcript***

DEGREES AWARDED
- Sought: Bachelor of Engineering
- Degree Date: [Redacted]

Curriculum Information
- Primary Degree
  - Major: Mechanical Engineering
What to do in case of a Timeout Session

Timeout
10 minutes of inactivity causes web session timeout. You have to log in again.
How to Activate AUBnet Account and Subscribe to AUB Wireless Network

**Step One: Activate Your AUBnet Account**
As a new student you are urged to activate your AUBnet email account. To Activate AUB net account **from anywhere**:

- Access Office of [Information Technology website](#)
- Go to “Services” / “Student services”
- Select “Account Creation and management”
- Select “Activate your AUBnet account”
- Read “AUB code of conduct” and press on “I read and agree...”
- Press “ACTIVATE”

A confirmation message will be displayed on the web site screen.

**Step Two: Check Out your AUB Office 365 Mailbox**
Once you activate your AUBnet account, please allow for 1-2 hours to have your AUB mailbox on Office 365 active, you will be receiving an email notification to your Preferred Email box, as per the account you provided to the Office of Admissions. Please click on this [URL](#).

**Step Three: Subscribe to AUB wireless network services - AUBdot1x**
Once above steps are completed and your AUBnet account is active, you can activate your AUB wireless network services and configure your laptop **only from AUB campus** by following the steps in the following [URL](#).