INTRODUCTION TO ACADEMIC LIFE AT AMERICAN UNIVERSITY OF BEIRUT

Hala Muhtasib, PhD
Interim Associate Provost

Welcome to AUB
# GENERAL ORIENTATION

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TASKS TO COMPLETE IN THE FOLLOWING TWO WEEKS

1. ORIENTATION

2. ADVISING

3. ONLINE REGISTRATION

4. DROP AND ADD
Submit official documents to Admissions before Log in to AUBsis to
- Set up PIN
- Check adviser
- Check registration status
- Update address
- Practice on AUBsis Mock Database
- Register on-line

Complete “New Student Orientation Program” Evaluation Survey
Your ACADEMIC ADVISER will

• Inform you of University policies and procedures
• Assist you to select and plan your courses
• Discuss with you program requirements, policies and procedures
• Tackle your registration problems (including credit load)
• Monitor your academic performance
• Select or change your major
Your ACADEMIC ADVISER will

• Make sure all your graduation requirements are met
• Develop academic and career plans
• Help you develop an understanding of academic and personal integrity
• Offer you help and encouragement
• Deal with your issues in a confidential and professional manner
• Give you your alternate pin
TASKS TO COMPLETE IN THE FOLLOWING TWO WEEKS

1. ORIENTATION

2. ADVISING

3. ONLINE REGISTRATION

4. DROP AND ADD
TIPS FOR ONLINE REGISTRATION

- Prepare course schedule with adviser
- Check login instructions (AUBsis, AUBnet & AUB wireless account)
- Practice on AUBsis (mock/test database)

- **DO NOT** login to AUBsis from different devices at the same time
- **DO NOT** gather during AUBsis on-line registration (wireless connection)
- **DO NOT** stay connected after completing registration
TASKS TO COMPLETE IN THE FOLLOWING TWO WEEKS

1. ORIENTATION

2. ADVISING

3. ONLINE REGISTRATION

4. DROP AND ADD
POLICIES

YOUR REFERENCE BOOK IS THE CATALOGUE
ATTENDANCE POLICY

You should drop from the course if you miss more than $\frac{1}{5}$ of the sessions in the 1st 10 weeks of the sem.

2015-16 Undergraduate Catalogue
Policies

Dean’s Honor List

Probation Rules

Repeating Your Courses
GENERAL EDUCATION COURSES

- Expose students to the fundamental skills and knowledge that nurture their intellectual growth and guide them to become knowledgeable and well-informed graduates.
- Become a well-rounded and cultured individuals who have a better understanding of the sciences, cultural movements and societal values.
- Give the opportunity to make choices and to question and test what they believe are their career goals and their intellectual interests.

Check with your adviser to clarify the distribution of these GE requirements within your curricula. Also, check the General Education website.
STUDENT CODE OF CONDUCT AND ACADEMIC INTEGRITY

Academic Misconduct

Cheating
In-Class Disruption
Plagiarism
Dishonesty
NON-ACADEMIC MISCONDUCT

- Disruption/Obstruction
- Distribution of Unauthorized Published Material
- Theft
- Destruction of Property/Endangering Public Safety
- Mental or Physical Harm
- Possession of Dangerous Weapons or Materials
- Discrimination and Harassment
- Smoking and Alcohol
- Inappropriate Sexual Behavior
- Use of Computers
- Inappropriate Conduct in the AUB Libraries
DISCIPLINARY ACTIONS

Severity level of the violation will determine action

Range Of Actions

1. Warning
2. Reprimand
3. Dean’s Warning
4. Suspension*
5. Expulsion*

*Will become part of the student’s official transcript of record
RESOURCES

WRITING CENTER

GUIDES & VIDEO TUTORIAL

ASK ME BOOTHS

PLAGIARISM TEST
THE WRITING CENTER

• supports writers at AUB
• offers free tutoring for undergraduate and graduate writers

Is in 2 Locations
West Hall, Room 336
Ada Dodge Hall, Room 214

To make your appointment online go to:
https://aub.mywconline.com
http://www.aub.edu.lb/units/writing_center/Pages/index.aspx
GUIDES & VIDEO TUTORIAL

American University of Beirut
Office of Student Affairs

New Student Orientation

It is our great pleasure to welcome you to the American University of Beirut. As you prepare for your new life at AUB, an Orientation Program has been especially designed to help you learn more about the University. This includes providing you with very important information about requirements for our academic programs, registration for classes, student life, and campus services.

Make sure that you register before August 19, 2015 and attend the New Student Orientation Program to make the most of your university experience and see you soon!

Important Links and Information
- Video Tutorial (How to use AUBsis and Register)
- What are AUBsis, AUBnet, and Moodle?
- Graduate Confirmation Guidelines
- Submission of Medical Record
- New Student Orientation Program (NSOP) Evaluation

How to Become an Enrolled Student
- Submission of Official Documents
- Orientation Steps
- Advising Steps
- AUBnet Account Activation Steps
- Registration Steps
- Payment Steps
- Getting your AUB Photo ID

Useful Step by Step Guides for New Students
- Guide 1: Becoming an Active Student at AUB
- Guide 2: Accessing and Using AUBsis
- Guide 3: Completing the registration Process
- Guide 4: Academic Life at AUB

Download Confirmation and Miscellaneous Forms
Download New Students Checklist (important dates)
Download Orientation Programs and List of Advisers
ASK ME BOOTHS

Ask me Booths will be located in West Hall, Auditorium A on:

- Tuesday, August 25, 2015 from 1:00 PM - 3:00 PM
- Wednesday, August 26, 2015 from 1:00 PM - 2:00 PM
- Thursday, August 27, 2015 from 12:00 PM - 1:00 PM

1. AUB-Nature Conservation Center
2. Center for Civic Engagement and Community Service
3. Clubs
4. Comptroller
5. Financial Aid
6. Graduate Council
7. Health Insurance Plan
8. Infirmary
9. Information Technology
10. Library
11. Office of International Programs
12. Sports at AUB
13. Graduate Student Society
Plagiarism
According to the AUB Student Code of Conduct: "Whenever students draw on another's work, they must specify what they borrowed, whether facts, opinions, or quotations, and where they borrowed it from. Using another person's documented ideas or expressions in one's writing without acknowledging the source constitutes plagiarism."

Plagiarism Test
- Complete a Plagiarism Tutorial
- Pass a Plagiarism Test
- Failure in Plagiarism Test during 1st sem. delay Spring registration

Turnitin, Plagiarism prevention system
- Internet-based service intended to help identify and prevent plagiarism cases.
- Integrated with Moodle
Wishing You Best of Luck