The EMU continued to coordinate activities intended to enhance students’ life at AUB.

**2014-15 New Student Orientation & Registration**

EMU updated all information posted on the NSOP web site, prepared the orientation booklet, enhanced the communication plan by automatically updating AUBnet account in Banner, developed a contingency plan, updated instructional text information on AUBsis web pages, introduced new self-service address update feature and re-enabled adviser’s feedback feature in AUBsis to ensure proper organization and smooth registration processes.

**Improving Advising Process**

EMU in coordination with OIRA launched the Adviser Survey Evaluation to undergraduate students in April 2014. EMU prepared a template advising web site and organized with FHS an Advising Focus Group meeting to improve the advising website. Recommendations will be used by EMU in the process of launching the website. EMU prepared a FAQ pamphlet for advisers in addition to a Proposal and a Business Case for “Incorporating technology into advisement and retention management”.

**Career Services**

The career application was developed and two hands-on training workshops were conducted with career services officers. The Career Proposal was discussed with the Deans.

**Students with special needs**

EMU prepared a document that includes information from 6 universities on how universities address the inclusion of persons with disabilities. A retreat will be scheduled in September with the special needs committee to discuss the content of the benchmark document.

**Classroom scheduling**

To minimize irregular class scheduling and non-optimal classroom use, EMU is continuously developing on a semester basis, an assessment report on course scheduling with appropriate KPIs. EMU presented the processes adopted by AUB to improve and monitor the efficiency of course scheduling at AACRAO technology conference in Florida in July 2014.

**Empowering Banner End Users in Scheduling**

In coordination with IT, EMU organized “Banner Scheduling features and functions” workshop and developed a “Banner Course Schedule User guide” intended to empower Banner End Users in their scheduling activities. A “Course Catalog Request Form” was also drafted to streamline the process of change request in Banner course catalogue between Registrar and faculties.

**Other Initiatives:**

- Adjusted class promotion criteria on Banner to allow students who are short of 3 credits or less to register with the upper class to avoid possible delays in student course plans.
- Limited choice of major by new applicants to the Department of Architecture and Design.
- Coordinated with IT and Registrar to revitalize and validate some features in Banner.
- Worked closely with Deans in Faculties to increase enrollment in Fall 2014-15.
- Drafted OIP functional matrix requirement for study abroad web application solution.
- Coordinated with FAS to pre-schedule FAS courses and minimize course conflicts.
- Presented at Tempus HERE Seminar (BAU) the EMU coordinator model in Students Services.
- Worked with Endeavor to launch the internship program.