The Enrollment Management Unit launched several initiatives in its first year intended to enhance the undergraduate students’ life at AUB.

2013-14 New Student Orientation & Registration
EMU coordinated student Orientation and Registration processes to ensure proper organization, developed four Step-By-Step guides to help introduce first year undergraduate students to academic life at AUB, and a video tutorial on the use of AUBsis. EMU with the help of IT established a Banner-based communication plan with new students.

Improving the Advising System
EMU worked closely with the faculties to improve the process of academic advising. A University-wide advising steering committee has been appointed to identify the goals of effective academic advising and standards of good advising practices.

Career Services
The career services committee chaired by the Chair of EMU prepared a proposal for improving career services at AUB to foster collaborations across faculties, enforce university policies and provide an improved experience for students across disciplines.

Common Transfer Requirements
The requirements for transfer of junior students from outside AUB were revised and the transfer requirements for non-degree students were clarified.

A New Freshman Admissions Process
A new freshman admissions process which allows the evaluation of applicants based on qualitative and quantitative measures was implemented this year. A total of 445 students were accepted clear, 229 applications were read out of which 156 were accepted.

Evaluating the School Record Standardization (SRS) Method
The SRS method was evaluated by a subcommittee with faculty expertise in Statistics who found that this method is valid for evaluating undergraduate students who come from schools with a low number of applicants to AUB.

Other Initiatives:
- Worked closely with Registrar to restrict undergraduates from registering in graduate courses
- Involved with IT in analyzing the possibility of standardizing and updating student addresses in Banner.
- Currently evaluating and reviewing thoroughly the possibility of activating the “PIN Reset” and the “Enrollment Certificate Request” on Banner Web.
- Developed unified academic forms and a unified Online Petition System.
- Enabled access to a temporary wireless network for new students during the orientation and registration period in coordination with IT.
- Organized two workshops addressed to all Banner users in coordination with IT.
- Conducted successful testing on the migration of students’ email accounts which increases disk storage space up to 10GB.

Hala Muhtasib Chair,
Enrollment Management Unit