Enrollment Management Unit

Interim Report (September 1, 2014 – December 31, 2014)

EMU continues to coordinate and initiate activities intended to enhance the undergraduate students’ experience at AUB.

Spring 2014-15 New Student Orientation
EMU coordinated student Orientation and Registration processes, updated all information posted on the NSOP web site, and prepared the spring orientation booklet. EMU also coordinated Banner communication plan with New Students and was actively involved on site during the orientation event and the IT training sessions.

University Recruitment Committee
EMU in coordination with the Graduate Council, Office of Admissions, Office of International Programs, and Office of Student Affairs developed AUB's Recruitment Framework, Recruitment Calendar and Statistical Data on AUB's Recruitment Activities which will be publicly available once approved by the Office of the Provost.

Students with special needs
Three subcommittees of the special needs task force were formed to work on issues related to policies, services, and infrastructure which will be part of a proposal for an inclusive campus.

Sophomore and Freshman Admissions Committees
The committees met in December to discuss and issue spring and fall early admissions

Enrollment Definitions Committee
EMU in coordination with the offices of Admissions, Academic Assessment, OIRA and Registrar agreed on a unified set of enrollment and admissions definitions. An Excel report on data harmonization was developed with common definition and measures of different KPIs.

Enrollment Planning Committee
EMU Chair prepared and presented to the University Budget Committee and to the University Senate a proposal on future strategies to streamline enrollment with the budgeting process.

Registration Committee
EMU chaired a registration committee appointed by the Provost to recommend and apply solutions limiting the abuse of registration by seniors who reserves seats for others.

Classroom scheduling
In a continuous effort to provide scheduling information, EMU improved its semester based schedule assessment report by including more KPIs, more charts, a new calculation method to determine space deficit and in-depth analysis of “Failure Registration messages”. EMU presented the report at Ellucian Live Middle East conference in Dubai in December 2014.

Other Business Services and IT initiatives:
- Upon the demand from IT, EMU drafted an RFP for an International Student & Study Abroad (ISSA) Web Content Management Solution for the Office of International Program.
- EMU drafted a Business case on incorporating Technology into Advisement and Retention Management through a portal application coupled with other degree evaluation solutions.
- A new query entitled “Sections Restrictions” was added in AUBsis for better monitoring of the schedule input listing different types of restrictions and enrollment details by course sections.
- After re-enabling "Adviser feedback checkboxes/comments" feature on AUBsis, EMU introduced another advisor’s feature to publicize “advisor’s office hours” on AUBsis.

Hala Muhtasib, Chair of Enrollment Management Unit