Enrollment Management Unit
Interim Report (February - April 30, 2013)

The Enrollment Management Unit has become fully functional as of April 2013 staffed with a Chair, a Senior Data/Research Analyst and an Administrative Officer. The Enrollment Management Unit has launched and completed several initiatives intended to enhance the undergraduate students’ life at AUB.

Career Services
The Career Services Committee members approved establishing a centralized career services database which is managed in a decentralized manner by the individual faculties’ career services offices. A proposal is currently being prepared for improving career services at AUB.

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. These changes were submitted for consideration by the University Admissions Committee.

Implementation of the New Freshman Admissions Process
The new freshman admissions process was implemented for the first time in Spring 2012-13 for the Fall 2013-14 admissions cycle. A new web-based application, produced by the "IT Academic Core Processes and Systems" and "IT Solutions Delivery" units, was especially designed to serve the reading process. It enables managing the database of the read applications and collecting readers' comments. Around 220 applications were reviewed by readers who sent their recommendations to the Freshman Admissions Committee.

Step-By-Step Guides for First Year Students
EMU developed four Step-By-Step guides to help introduce first year undergraduate students to academic life at AUB. The guides will be posted on the New Student Orientation Program website developed by the Office of Student Affairs.

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

Other Initiatives:
- EMU worked closely with the Registrar to restrict undergraduate students from registering in graduate level courses,
- A proposal for automating the waitlist and adding queries for chairs has been prepared and submitted to the IT,
- A Change Request Form (CRF) was documented for activating the “Web Transcript Request” from Banner,
- EMU is currently involved in analyzing the possibility of standardizing and updating current student addresses in Banner,
- EMU is currently evaluating and reviewing thoroughly the possibility of activating the “PIN Reset” and the “Enrollment Certifications Request” on Banner Web.

Hala Muhtasib
Chair, Enrollment Management Unit