Enrollment Management Unit
Interim Report (October-January 31, 2013)

The Enrollment Management Unit was formally established in November, 2012, with Dr. Hala Muhtasib, Professor of Biology, as Chair. An Administrative Officer was appointed. The recruitment of the Data/Research Analyst is ongoing. The Enrollment Management Unit has undertaken and completed several initiatives launched by the Enrollment Management Task Force, including: generating a database of all course equivalences, revising all undergraduate applications, establishing pre-enrollment process for international students, introducing waitlists to enhance student satisfaction with registration, ensuring the completion of the facilities reservation system for the optimal use of classroom space, and preparing a strategic planning report on Enrollment Management and Student Services which was the catalyst for establishing the EMU.

Career Services
A consolidated database and application forms of career services for management and reporting is being assessed to foster collaborations across faculties, enforce university policies and provide an improved experience for students across disciplines. Revision of the existing decentralized career services system is being pursued in coordination with IT.

Improving the Advising System
The advising proposal completed in January 2013 aims to improve the advising system to respond to the need to support a new culture of academic advising at AUB. The advising proposal will strengthen the governance structure, and identify the goals of effective academic advising and standards of good advising practices.

Strategic Changes in Orientation and Registration
EMU evaluated and reviewed thoroughly the student Orientation and Registration processes and proposed strategic changes in organization and resourcing to improve student experience at AUB. These changes were included in the revised university calendar.

Timely Articulation: Null Diploma and IB/GCE Equivalences
The admissions requirement for students who hold an IB, GCE or Baccalaureate diploma and who opt to join the various majors at AUB is being reviewed. It will help streamline the admissions requirements with departmental course offerings and ensure the lack of redundancy in course work.

Other Initiatives
- Developing unified academic forms and unified Online Petition System.
- Implementation of the New Freshman Admissions Process by developing with IT a readers upload system.
- Developing additional advising functionalities by extending available Banner features and improving Banner Functionalities.
- Reevaluating Sophomore Admissions Criteria.
- Reviewing of the Undergraduate Catalogue General University Academic Information.

Hala Muhtasib
Chair, Enrollment Management Unit