Enrollment Management Unit
Interim Report (September 1, 2013 – December 31, 2013)

The EMU continued to coordinate activities intended to enhance the undergraduate students’ life at AUB, including advising, registration and the “New Student Orientation Program”.

2013-14 New Student Orientation & Registration
EMU coordinated student Orientation and Registration processes, updated all information posted on the NSOP web site, and coordinated the preparation of 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 session.

Validating the “New AUBnet” Activation Process
EMU conducted testing and successfully coordinated with IT to ensure the final implementation of the new AUBnet activation process with Self-Service Password Reset feature.

Developing an Advising Survey
EMU worked closely with FEA and OIRA to develop an advising evaluation survey that was approved by the Advising Steering Committee and approved by the BOD for piloting in FEA in Spring. This survey will be extended to other faculties next Fall.

Empowering Banner End Users in Scheduling
In coordination with IT, EMU organized workshop II on “Banner Scheduling features and functions” and developed a “Banner Course Schedule User guide” intended to empower Banner End Users in their scheduling activities. In addition, a document was also drafted to enhance communication between Registrar and faculties through a Course Catalog Request Form.

Proposed Plan for Improving Scheduling and Registration of New Students
EMU developed a proposal plan that was approved by the IT academic committee to enhance the effectiveness of course scheduling and registration for New Students; a Proposal of concept document will be submitted soon to the Office of the Registrar and Faculties.

Schedule Analyzer and Classroom Validator
To minimize irregular class scheduling, EMU in coordination with Registrar presented to the Board of Deans a Scheduling report on instructional facilities with graphs summarizing current class scheduling practices in Faculties using KPIs. Recommendation was made to the BOD to reduce irregular scheduling and time conflicts while optimizing the use of classrooms.

Improving the Advising System
A University-wide advising steering committee has been appointed to identify the goals of effective academic advising and standards of good advising practices. An Advising website committee is developing an advising website which includes common information for all AUB students as well as faculty specific information.

Other Initiatives:
- Working closely with FAS to pre-schedule high demand FAS courses to minimize course conflicts with other Faculties.
- Working closely with Registrar to adjust class promotion criteria on Banner to allow students to register their planned courses.
- Presented at Tempus HERE Seminar at BAU, EMU coordinator model in Students Services.
- Working closely with Endeavor to coordinate entrepreneurship internship programs.

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Enrollment Management Unit