



It gives us great pleasure to welcome you to AUB!

The Office of the Registrar serves students in a number of important ways. We facilitate course and web registration, we create the final exam schedule, we issue transcripts and certificates, and we manage the AUB Student Information System (AUBsis). As a new student, you are required to complete several important Registrar-related steps before you begin your studies at AUB. Please check off each one to ensure a smooth start to your university studies.

Please make sure to complete the below steps:

☐ AUBnet Account and AUB Email

As mentioned in the welcome email, you must first [activate your AUBnet account, to be able to access AUB online platforms](#). ***Two hours later***, you will have [access to your AUB Office 365 Mailbox](#). If you encounter any technical problems while activating your AUBnet account, please contact the IT Help Desk at it.helpdesk@aub.edu.lb.

☐ AUBsis Account:

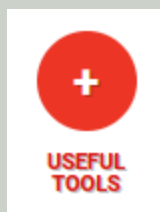
The **AUB Student Information System (AUBsis)** is a web-based application designed to provide important services to students and faculty over the internet.

Some of these services include registration (adding/dropping classes), viewing class schedules, accessing grades, and viewing personal and financial-related information.

If you have met all admission requirements, you must open your AUBsis account to determine your primary academic advisor's [name and contact information](#) and verify your eligibility to register.

To open AUBsis **FOR THE FIRST TIME**, follow the below steps:

1. Visit the AUB website at www.aub.edu.lb
2. From the right side click on "USEFUL TOOLS" then on "AUBsis"



3. Click on the “Student Profile” button.
4. Enter your AUBnet username and password to log in; if your AUB email is abc123@mail.aub.edu, then your user name will be **abc123**, and your password will be your AUB email password.

Primary Academic Adviser

1. Log in to AUBsis
2. Check the Advisers section for your Primary Academic Adviser.
 - If your adviser is not yet listed on AUBsis please contact your department.
 - If you encounter any issue in relation to authentication, such as the following message: “The credential you provided cannot be determined to be authentic,” please contact Information Technology at it.helpdesk@aub.edu.lb, or call +961 1 350000, extension 4000
3. Click on “Registration Notices” on the top right side of the page, and verify your “Registration Time Tickets” and any other messages. Also, attend to any “Holds” that may have been placed on your account.

AUB Information Channels

To receive AUB SMS messages on your mobile telephone and other AUB relevant information through standard mailing, please follow the instructions provided on this [link](#).

WE STRONGLY ENCOURAGE YOU TO SUBSCRIBE TO AUB SMS

New Student Guide Video Library

You may access the New Students Guide Video Library at this [link](#).

Please contact the office of the Registrar (registrar@aub.edu.lb) if you have any questions that are not covered with the above information and links, or if you require further assistance.