

Frequently Asked Questions for Advisers

Why FAQ?

The following information is provided in an attempt to clarify academic and administrative procedures to advisers. Please be advised that the below document will be a guideline for you to be able to direct students correctly.

Who to Contact?

If your student has a registration problem, please contact

Phone: Ext. 2570/1

Email: registrar@aub.edu.lb

If your student has an admission problem, please contact

Phone: Ext. 2585/2590/2596

Email: admissions@aub.edu.lb



**AMERICAN UNIVERSITY OF
BEIRUT**



American University of Beirut
Lebanon, Beirut

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List of FAQ

Admission FAQ



This tackles problems students usually face related to Admission

Registration FAQ



This tackles problems students usually face related to registration.

General FAQ



General FAQ

Admission FAQ

On the Admissions Office website, you will find details on the admission policies and procedures, as well as the application process and deadlines

Office of Admissions
Ext. 2585/2590/2596

Arabic Exemption

If your student didn't take Arabic in high school or if s/he was taking low level Arabic which does not qualify her/him to take university level Arabic courses, s/he may apply to be given an exemption by filling the [Arabic Exemption form](#) and submitting it along with a proof (Arabic exemption letter from high school or statement specifying you were taking low level Arabic) to the Office of Admission before registration.

English Placement

Which course to take? And when to take it for undergraduate and graduate students?

Undergraduate ELPR

EEE (English Entrance Exam)	SAT WRITING	TOEFL (IBT)	English Course
375-449	350	57-61	Intensive English 100A
450-499	360-370	62-87	Intensive English 100B
500-530	380-470	88-95	English 102
531-569	480-640	96-99	English 203
>570	> 640	>99	English 204

Graduate ELPR

EEE (English Entrance Exam)	TOEFL (PBT)	TOEFL (IBT)	IELTS	GRE (Verbal)	GMAT (Verbal)	English Course Required
375-499	490-570	57-87				Intensive English 100A/100B (If faculty approves)
500-529	573-582	88-96				English 300
530 and above	583 and above	97 and above	7.0	147 and above	25 and above	No English courses

AUBsis Login

My student cannot login to AUBsis?

Check with the Admissions Office to make sure student is enrolled and pre-registered.

Reset Pin

My advisee wants to reset the pin.

The student needs to check with the Office of the Registrar, Mrs. Julie Shaar to reset AUBsis Login Pin.

Journey of the Student

This is the journey of the student starting from when the student was at high school.

Students should:

- 1- **Apply to AUB and receive AUB application ID number.**
- 2- **Submit missing documents** (school records, SAT, TOEFL, Transcripts, Recommendation Letters).

- 3- **Receive Admission decision** (E-mail or Letter).
- 4- **Confirm acceptance by paying the confirmation fee and choosing the major.**
- 5- **Submit official documents required for acceptance** (high school grades, high school diploma, Secondary School Leaving Certificate, Equivalencies, Copy of Bachelor Degree, and Official Transcripts).
- 6- **Register for an orientation session and activate AUB e-mail and AUBSIS (Student Information System)***
- 7- **Fulfill the English Language Proficiency Requirements***
- 8- **Submit medical form to the Family Medicine Department to have a record at AUBMC**
- 9- **Attend orientation and Online Course Registration and AUBnet Services training session**
- 10- **Meet with the adviser to agree on courses and tracks**
- 11- **Register courses via AUBSIS.**
- 12- **Print statement of fees and proceed for payment.**
- 13- **Issue the ID card at ID center.**

Note: If a student would like to change majors, they should petition to the Office of Admissions.

*Once those steps are completed, Office of Admissions will activate the record of the student to ensure proper registration.

Registration FAQ

The Registrar's Office aims to support the instructional mission of the University through managing the student records data base, facilitating course registration, scheduling of classes, issuing of final examinations schedule, issuing transcripts and certificates , auditing degrees, administering catalogue production, and maintaining the integrity, accuracy, and privacy of all academic student records.

Office of the Registrar
Ext. 2570/1

Transfer

How it is done? What is the GPA required, courses required, and duration of stay in the major?

Inter-faculty Transfer

Student can apply online through AUBsis providing that s/he has earned and registered for a minimum of 24 credits and met the transfer requirements for new major published in the university catalogue.

Students should refer to the Undergraduate Catalogue for the GPA requirements and other information.

Intra-faculty Transfer

Consult with Dean's office/Student Section of your faculty.

Pre-requisite Courses

Pre-requisite from BACC II

My Student has a course pre-requisite from Lebanese Bacc II, what should I advise the student?

Student should provide a certified copy of their official secondary school certificate to the Admissions Office.

Transfer Student Pre-requisite Courses

I have a transfer student who needs to register for courses that have pre-requisite which s/he has taken in her/his previous college. What should I advise the student to do?

The student should make sure that the course equivalences are approved by concerned departments, her/his faculty and added to her/his transcript by the Office of the Registrar.

Advising Issues

Change Adviser

Can a student change her/his adviser? No. Advisers are assigned by the Dean's Office/Student Section of your faculty/school. Normally, you can't change your adviser unless you change your major.

Transfer Advisee

Can I transfer my advisee to another adviser?

You have to consult with the Dean's Office/ Student Section of your faculty.

Advising Mandatory

Is Advising mandatory?

Advising is mandatory to the following categories. But, we encourage that all your students visit you at least once per semester.

1. New Graduate students from outside AUB in their first year (two semesters)
2. All new undergraduate students in their first year (2 semesters)
3. All majorless students until they join a major
4. All freshman students until they join a major
5. All graduate and undergraduate students who are not in good academic standing (probation)
6. Old returning undergraduate students in their first year
7. All intra/inter faculty transfer undergraduate students in their first year

If a student from the above list did not show during advising and s/he is registered. What should I do?

A student might be registered by the Office of the Registrar based on a petition from the Dean's Office or a student doesn't want to register for a term.

Is it possible to provide alternate pin without meeting the advisee and not based on petition? And is it possible to do advising through e-mail communication and then send the alternate pin by e-mail?

No. It is responsibility of the adviser to be available and accessible to student advisees on a reasonable and reliable basis using an appropriate number of office hours.

Leave AUB

My advisee wants to leave AUB. What should s/he do?

If your advisee wants to leave AUB for a semester, nothing is required from his/her part

If your advisee wants to leave AUB for good, s/he is required to go through a clearance procedure by filling the Request for Online Clearance Initiation Form posted online on the Office of the Registrar webpage.

Student Transcript

Can I view my advisee transcript?

Yes

Change Grade

Can I change my advisee grade?

No, you have a view only access.

Registration Issues

Closed Course

My advisee wants to register a course which is closed. What should I advise him/her to do?

The student has to contact the department offering the course and get their approval to increase capacity in the required course. In case your request got approved, log in to AUBsis, check your registration status to add the course.

Course Equivalence

AP

HL

A Levels

Where to do it? And how to do it?

Ask your advisee to take the official transcript to Ms. Huda Nakad in the Office of the Registrar to transfer the courses.

What to do if a subject is not included in the list of approved AL, AP, HL, IB...?

If a subject taken is not included in the list of approved AL, AP, HL, ..., students are urged to contact their faculty dean's office. The student service officer in the faculty will attend to their query.

Selection of Humanities Courses

Selection of Humanities courses as electives
<http://www.aub.edu.lb/units/general-education/courses/Pages/default.aspx>

Advisee List

Name or ID Number of the student is not on my Advisee list. What should I do?

Check with Faculty Dean's Office.

New student might not have pre-registered. A continuing student might have transferred to another major or s/he might have skipped one term and his/her status is inactive or s/he might have graduated.

Advisee list

I can't view my advisee list?

Make sure that you are selecting the correct term and that you have a valid contract by contacting the HR department. If you have a valid contract, contact the Office of Registrar.

Batch E-mail

Can I send an e-mail to all my advisee list?

Yes. There is a button to e-mail all your advisee list and you can also e-mail individual advisee.

General FAQ

Medical Form

Where to do it? Where to submit it? Advisers must inform their advisee that they can't issue their ID if this step is not completed.

Submit your medical record to the University Health Services. To print the medical record [click here](#).

Complete it by your personal physician or a physician at Family Medicine clinics (University Health services/Infirmary located in Wassef and Souad Sawwaf Building on Clemenceau street Ext: 3015) by taking a private appointment. The student will get a health assessment and will be screened for Tuberculosis and other communicable diseases such as Measles, Mumps, Rubella, Varicella and meningitis. Health Insurance Plan does not cover this visit.

Moodle Access

My student cannot access the Moodle page for a course.

Go to AUB homepage and click on "E-Learning" link or type this URL: <http://moodle.aub.edu.lb/>.

To login to Moodle, please use the same username and password you are using for your AUB I-mail.

For Moodle technical support, please contact us:

Email: moodle@aub.edu.lb

Phone: 3518/3599/3586

Location: Academic Core Processes and Systems Van dyck, Annex building

Remedial Courses

FAFS majors

Background	Requirement I	Requirement II
freshman program	six credits of freshman math (MATH 101, 102),	11 credits of natural sciences (CHEM 101, 101L, 102, 102L, BIOL 101 except Agribusiness) and 13 credits of natural sciences for Landscape Architecture (CHEM 101,101L, GEOL 101,102 and BIOL 101).
Holders of the Baccalaureate Part II in sociology and economics		CHEM 101, 101L except Agribusiness students
Holders of the Baccalaureate Part II in Humanity		CHEM 101, 101L and MATH 203

Which MATH Course should my advisee start with?

It depends on the major of the student as well as the Baccalaureate type; some majors require MATH 201 others require MATH 203. Check the catalogue.

Counseling

When a student needs counseling, what should the adviser do and to whom he refers his advisee?

Depending on how urgent the adviser perceives the situation to be, s/he can call any one of the psychologists or the assistant in the Counseling Center and express her/his concerns. The student will be seen as soon as possible on that same day or immediately if need be. If the psychologist believes the student needs admission to the psych unit then the student will be accompanied to E.R. If there is no urgency then the adviser can ask the student to seek counseling and the adviser will need to contact the Counseling Center, by phone or email, to inform us of the situation and the concerns it raises.

Premed Requirements

Students interested in Medicine: Choice of Major, premed courses, GPA needed.

Premedical Requirements

A bachelor's degree in any field of study. Students can take some of the required premedical courses as electives in their respective majors.

Premedical core course requirements. The minimal premedical requirements include biology with laboratory (7 credits), chemistry with laboratory (15 credits including 8 credits of organic chemistry), physics and basic electronics with laboratory (8 credits), English (6 credits at AUB or exemption), social sciences and/or the humanities (6 credits).

Premedical core course requirements and credit equivalents according to Lebanese Baccalaureate Program Subject

Premedical Requirements	Required premedical credits	Lebanese Baccalaureate Credit Equivalents according to Program				Remaining credits
		Life Sciences	General Sciences	Economics and Sociology	Literature and Humanities	
Biology	7	3	-	-	-	4-7
Chemistry	15	4	4	-	-	11-15
Physics	8	5	5	3	3	3-5
English	6*	-	-	-	-	
CS/Humanities	6*	-	-	-	-	
Total	42	12	9	3	3	30-39

Recommended premedical core courses according to field of study at AUB

Premedical Requirements	AUB Courses	Biology Major	Chemistry Major	Physics Major	Other Majors
English (6 Cr)	ENGL 203 (3 Cr) ENGL204 (3 Cr)	X	X	X	X
Humanities + Social + Sciences (6 Cr)	Fulfilled by the general education requirements of the University which include 6 credits in the humanities/6 credits in CVSP courses and 6 social sciences credits	X	X	X	X
Biology * (7 Cr)	BIOL 101 (3 Cr) or equivalent	X	X	X	X
	BIOL 201 (4 Cr)	X			
Physics (8 Cr)	BIOL 200 (4 Cr) or BIOL 201 (4 Cr)		X	X	X
	PHYS 101 (4 Cr) PHYS 105 (1 Cr) or equivalent	X	X	X	X
	PHYS 204 (3 Cr) + PHYS 204L (1 Cr) or PHYS 205 (3 Cr) + PHYS 205L (1 Cr)	X			X
	PHYS 211 (3 Cr) + PHYS 211L (1 Cr)		X		
Chemistry (15 Cr)	PHYS 210 (3 Cr) + PHYS 210L (1 Cr)			X	
	CHEM 101 (3 Cr) + CHEM 101L (1 Cr) or equivalent	X	X	X	X
	CHEM 201 (3 Cr)	X	X	X	X
	CHEM 211 (3 Cr)	X	X	X	X
	CHEM 212 (3 Cr)	X	X	X	X
	CHEM 210 (2 Cr)	X		X	X
	CHEM 225 (4 Cr)			X	

Useful Resources for Students

On NSOP Webpage:

Four Guides

1. [Become an Active AUB Student](#)
2. [Access AUBsis](#)
3. [Complete Registration](#)
4. [Academic Life at AUB](#)

Video Tutorial

[Video Tutorial for New Students \(How to use AUBsis and Register\)](#)