

Online Petition System

Faculty Manual

February 25, 2015

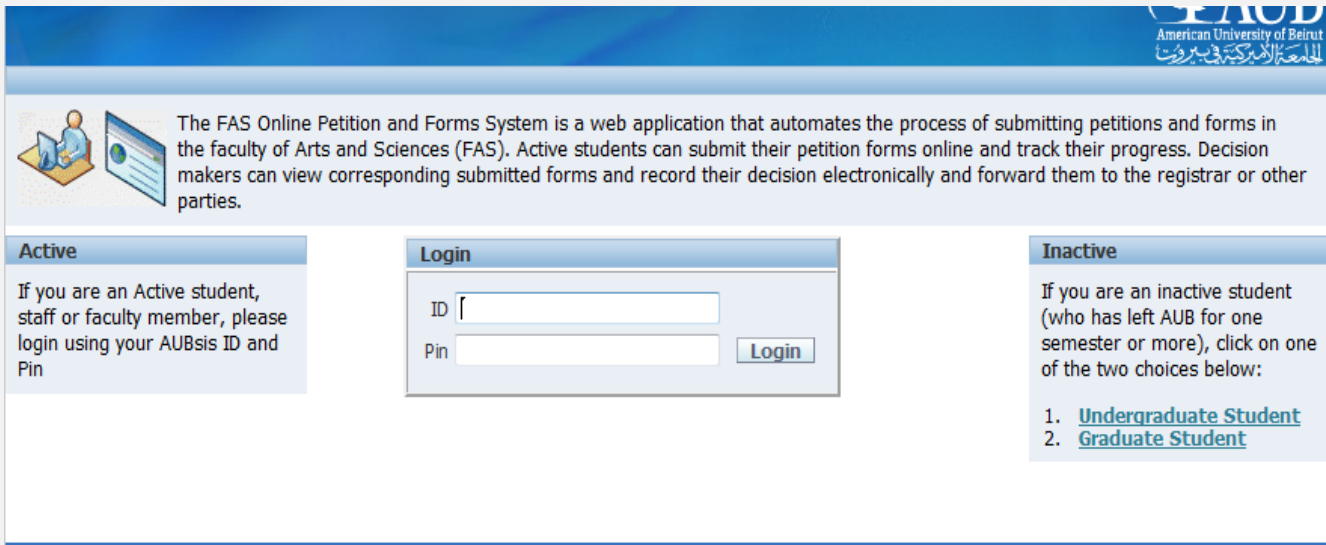
Extracts from FAS OPFS manual

Outline

- Login
- Home Page
 - Sample Petition
- Petition History
 - Sample Petition
- Types of Petition

Log in Page:

OPFS link: opfs.aub.edu.lb/petition/f?p=101



The FAS Online Petition and Forms System is a web application that automates the process of submitting petitions and forms in the faculty of Arts and Sciences (FAS). Active students can submit their petition forms online and track their progress. Decision makers can view corresponding submitted forms and record their decision electronically and forward them to the registrar or other parties.

Active

If you are an Active student, staff or faculty member, please login using your AUBsis ID and Pin

Login

ID

Pin

Inactive

If you are an inactive student (who has left AUB for one semester or more), click on one of the two choices below:

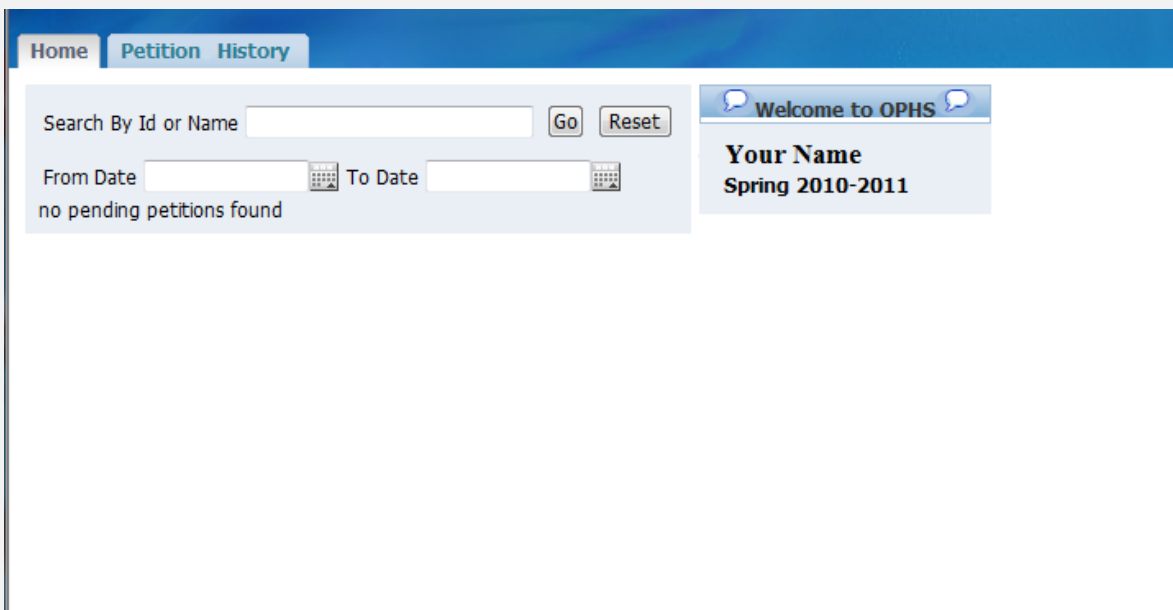
1. [Undergraduate Student](#)
2. [Graduate Student](#)

Faculty/Advisers/ Staff may login using the AUBsis ID (Payroll number) and pin in the specified fields above in order to go to the **Home Page**.

Home Page:

Your home page displays a list of petitions submitted by students. Below is a sample Home page without petitions and another with petitions.

Home Page (without petition):



Home Petition History

Search By Id or Name

From Date To Date

no pending petitions found

Welcome to OPHS






Your Name
Spring 2010-2011

Home Page (with petitions):

Home Petition History All Student Petitions Petitions Notification

Search By Id or Name Go Reset

From Date To Date

View	Petition Type	Student Id	Student Name	Submitted On ▲
	General Petition	200603858	Student Name	09-03-2012
	Correction of Record	200603858	Student Name	09-03-2012
	Extension of Incomplete	200603858	Student Name	09-03-2012
	Thesis Proposal	200603858	Student Name	09-03-2012
	Withdrawal From a Course	200603858	Student Name	09-03-2012

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Welcome to OPFS

George Turkiyyah
Spring 2011-2012

You may view any of the following petitions by clicking on “View” on the left side (specified by red circle).

- 1) Thesis/Project Proposal
- 2) General Petition
- 3) Correction of Records which could be: add or delete a course.
- 4) Extension of Incomplete
- 5) Withdrawal from a course
- 6) Audit Course

After clicking on “View” you will be redirected to the next page:

Sample Petition:

Home Petition History General Petition

Student ID: ██████████	General Petition	Submitted On: 02-12-2011
First Name: ██████████		Last Name: ██████████
MS in Computer Science		Graduate/Graduate
First Sem in Major: Fall 2010-2011		Registration status: Eligible to Register
Academic status:		Cumulative Avg.: 81.75
Credits Earned: 12	GPA Hours: 12	Overall Avg.: 81.7
Thesis/Project Proposal	Proposal Date	Comprehensive Exam
Abstract test	28-09-2011	Yes/No

Proceed to Advisor
George Turkiyyah

Attachment(s)

*Subject: Subject of student's petition

*Briefly explain your request: This is the text that briefly explains student's request submitting this petition.

Decision

Decision: - Pin Code: ●●●●●●

Comment: Proceed to Chairperson
Rejected

Write comments related to your decision.
These comments can be seen by students and other faculty members in the petition cycle.

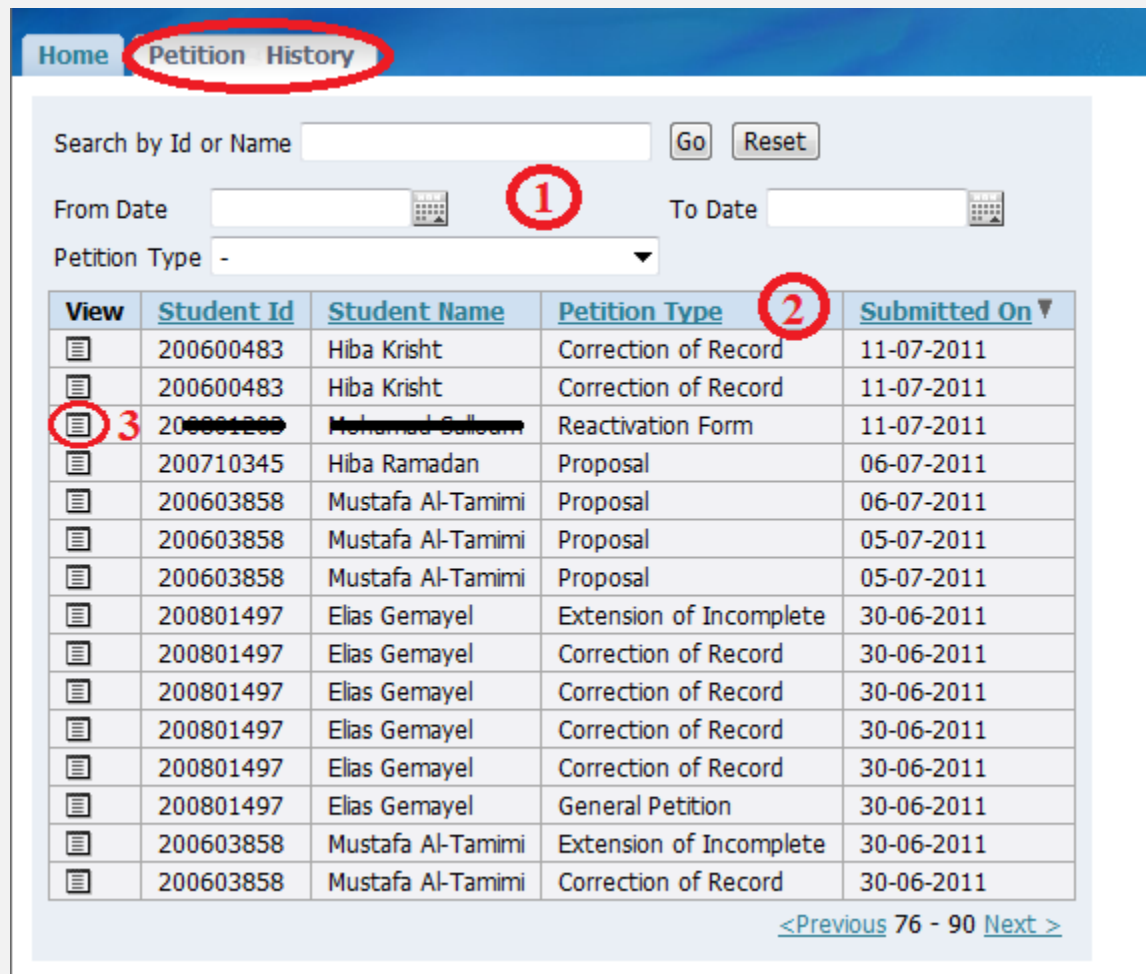
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Add/View Internal Note(s) Send Message To Students View Approvers Decisions View All Student Petitions Submit Cancel

- 1) Mini-statement of Student's Transcript and the type of petition submitted.
- 2) Faculty member role/standing: Advisor/Chairperson/Course Instructor with respect to the specific petition submitted.
- 3) Subject and purpose of the student's petition.
- 4) Attached relevant documents that might help in supporting the petition (if any).
- 5) Decision and/or comment: this entry is visible to the student and other faculty members in the petition cycle.
- 6) Internal notes: confidential comments not visible to the students, but accessible to other faculty members in the petition cycle.
- 7) Message sent directly to the Student's Imail.
- 8) Comments and decisions by previous approvers on the petition cycle.
- 9) History of all the previous petitions submitted by the same student.

Petition History:

In this section, you may see the history of all the petitions with corresponding decisions.



The screenshot shows a web interface for viewing petition history. At the top, there are navigation tabs for 'Home' and 'Petition History'. Below the tabs is a search area with a text input field labeled 'Search by Id or Name', and 'Go' and 'Reset' buttons. There are also date pickers for 'From Date' and 'To Date', and a dropdown menu for 'Petition Type'. A table below displays the petition history with columns for 'View', 'Student Id', 'Student Name', 'Petition Type', and 'Submitted On'. The table contains 16 rows of data. Annotations include a red circle around the 'Petition History' tab, a red circle with the number '1' around the 'From Date' field, a red circle with the number '2' around the 'Petition Type' column header, and a red circle with the number '3' around the 'View' icon of the third row.

View	Student Id	Student Name	Petition Type	Submitted On
	200600483	Hiba Krisht	Correction of Record	11-07-2011
	200600483	Hiba Krisht	Correction of Record	11-07-2011
	200601200	Mohamad Saleem	Reactivation Form	11-07-2011
	200710345	Hiba Ramadan	Proposal	06-07-2011
	200603858	Mustafa Al-Tamimi	Proposal	06-07-2011
	200603858	Mustafa Al-Tamimi	Proposal	05-07-2011
	200603858	Mustafa Al-Tamimi	Proposal	05-07-2011
	200801497	Elias Gemayel	Extension of Incomplete	30-06-2011
	200801497	Elias Gemayel	Correction of Record	30-06-2011
	200801497	Elias Gemayel	Correction of Record	30-06-2011
	200801497	Elias Gemayel	Correction of Record	30-06-2011
	200801497	Elias Gemayel	Correction of Record	30-06-2011
	200801497	Elias Gemayel	General Petition	30-06-2011
	200603858	Mustafa Al-Tamimi	Extension of Incomplete	30-06-2011
	200603858	Mustafa Al-Tamimi	Correction of Record	30-06-2011

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- 1) Search for a specified ID, Name, or Petition to narrow down the list of petition history.
- 2) Sort the petition history based on Student Id, Student Name, Petition Type, or the Submitted date.
- 3) Display the details of any petition.

As an example, check the Snapshot in the next page.

History (Sample Petition):

Home	Petition History	General Petition
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Student ID: ██████████	General Petition	Submitted On: 02-12-2011
First Name: ██████████		Last Name: ██████████
MS in Computer Science		Graduate/Graduate
First Sem in Major: Fall 2010-2011		Registration status: Eligible to Register
Academic status:		Cumulative Avg.: 81.75
Credits Earned: 12	GPA Hours: 12	Overall Avg.: 81.7
Thesis/Project Proposal	Proposal Date	Comprehensive Exam
Abstract test	28-09-2011	Yes/No

Proceed to Student Services Section

Layla Knio

①

Attachment(s)

*Subject

*Briefly explain your request

This is the text that briefly explains student's request submitting this petition.

Decision

Decision: Proceed to Student Services Section

②

Comments

Done

③ ④

- 1) Status of the petition: at which phase in the process.
- 2) Comments and decision on the petition.
- 3) Other approvers' decisions.
- 4) Internal Notes displays the other approvers' comments.

Example: the figure above shows that currently the petition is at "Student Service Section."

Petitions Notification

This section is only available for the Chairpersons of all departments. It contains the list of petitions that have been approved or rejected.

Home | Petition History | All Student Petitions | **Petitions Notification**

Search

From Date To Date

Petition Type -

View	Student Id	Student Name	Petition Type	Submitted On
	201200620	Ahmad Malas	General Petition	08-05-2012
	201004037	Mohammad Yaser Emamizadeh	General Petition	04-05-2012
	201004037	Mohammad Yaser Emamizadeh	General Petition	04-05-2012
	200603858	Mustafa Al-Tamimi	General Petition	04-05-2012
	200603858	Mustafa Al-Tamimi	General Petition	04-05-2012

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All Student Petitions

This section is only available for the Chairpersons of all departments.

In this section, you may see the list of all the petitions (Pending/Approved/Rejected) in your department.

Home | Petition History | **All Student Petitions** | Petitions Notification

Search

From Date To Date

Petition Type -

View	Student Id	Student Name	Petition Type	Submitted On
	201200620	Ahmad Malas	General Petition	08-05-2012
	201004037	Mohammad Yaser Emamizadeh	General Petition	04-05-2012
	201004037	Mohammad Yaser Emamizadeh	General Petition	04-05-2012
	200603858	Mustafa Al-Tamimi	General Petition	04-05-2012
	200603858	Mustafa Al-Tamimi	General Petition	04-05-2012
	200603858	Mustafa Al-Tamimi	Correction of Record	04-05-2012
	200603858	Mustafa Al-Tamimi	Thesis Proposal	04-05-2012
	201004037	Mohammad Yaser Emamizadeh	Withdrawal From a Course	04-05-2012
	201004037	Mohammad Yaser Emamizadeh	Extension of Incomplete	04-05-2012
	201004037	Mohammad Yaser Emamizadeh	General Petition	04-05-2012
	201004037	Mohammad Yaser Emamizadeh	Correction of Record	04-05-2012
	200603858	Mustafa Al-Tamimi	General Petition	03-05-2012

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Types of Petition:

Title	Workflow	Level
1 Correction of Record (Late Drop-Add)	Advisor-Instructor -Student Services Office-Chair of ACC	Undergraduate
2 General Petition	Advisor- Student Services Office-Chair of ACC or Director of HSON	Undergraduate
3 Withdrawal From a Course	Advisor-Instructor-Chairperson of course - Student Services Office-Chair of ACC	Undergraduate
4 Oveload/Underload	Advisor- Student Services Office-Chair of ACC	Undergraduate
5 GE called Exceptions related to GE requirements	Advisor- Student Services Office-Director of GE Board-Chair of ACC	GE
6 General petition that is routed to the graduate committee or director of HSON.	Advisor- Student Services Office-Chair of GSC	Graduates