



AMERICAN
UNIVERSITY
OF BEIRUT

OFFICE OF INTERNATIONAL PROGRAMS

PRE-ENROLLMENT GUIDELINES

FOR VISITING AND EXCHANGE STUDENTS



GUIDELINES

- ▶ Consult the **Dynamic Course Schedule** for the most recent American University of Beirut (AUB) course offerings for the term.
- ▶ Make sure your course selections do not show as “full” and that they are not offered during conflicting times.
- ▶ Submit your preferred courses by completing the following **Pre-enrollment Form**. Undergraduate students should submit 5 desired courses and may add ONE additional course as an alternative. Graduate students must submit 3 desired courses and may add ONE additional course as an alternative.
- ▶ Based on the information you submit to us through the **Pre-enrollment Form**, we will do our best to pre-enroll you in your preferred courses. We cannot guarantee that you will be placed in your desired courses considering the different variables that come into play (English language requirements, class restrictions, time conflict, etc...). If for some reason, you were not placed in your desired courses before you arrive, you will get the chance to register for them during the on-line registration period in Orientation Week.
- ▶ You can refer to the **New Students Video Guide** for step-by-step instructions on how to activate your AUBsis (the student records system) and your **university email**. However, your account will only be active after Orientation and Advising Week.
- ▶ During Orientation and Advising Week, you will get to meet your academic advisor, go over your pre-enrolled course schedule, update your schedule during the Drop and Add period and in some cases obtain instructors’ permission to join certain classes.



PLEASE NOTE

- ▶ OIP will only process your pre-enrollment request if you are pre-registered by the Office of Admissions of the American University of Beirut. This is done by ensuring that you have met the university's **English Language Requirements** and have confirmed your enrollment with the Office of Admissions. OIP will not be held responsible for any delay in your pre-enrollment status if the aforementioned requirements have not been met.
- ▶ It is not possible to pre-enroll in Arabic Language courses. You may enroll in Arabic during Orientation and Advising Week after a placement test (you need to be tested even if you have never studied Arabic). The list of **Arabic language courses** offered every semester at the American University of Beirut is on the website of the Center for Arab and Middle Eastern Studies (CAMES) comes@aub.edu.lb. If you are interested in Arabic language courses, email Dr. Aliya Saidi at as33@aub.edu.lb.
- ▶ Unless you are a native speaker who also grew up in an Arab country, it is unwise to request pre-enrollment in an Arabic Literature, Arabic Poetry, or Arabic Linguistics class.
- ▶ The majority of Middle Eastern Studies courses at the American University of Beirut are not listed under 'MEST' in the course schedule but are taught by the departments of: Political Studies and Public Administration (PSPA), History (HIST), Economics (ECON), and the Department of Sociology/Anthropology/Media Studies (SOAM).
- ▶ Except for language courses, courses labelled MEST in the American University of Beirut Course Catalog are only open to graduate students with priority given to new MA students at the American University of Beirut. You may request permission to register for these courses during Orientation and Advising Week if there is availability.
- ▶ If you do not submit required information by the deadline indicated above, OIP cannot guarantee that you will be enrolled in your chosen courses.