



Registration Guide for the Fall Semester 2008-2009
Classes begin on Monday, September 29, 2008

	Currently Registered Students	All New Freshman, New Students Coming from Abroad, and New Graduate Students	Old Returning, and Cross Registering Students	New Undergraduate Students	Place
Orientation		TBA		July 21-22, 08	Student Affairs Office
Submission of Documents ⁽¹⁾		September 17 – 19, 08	August 11 – 29, 08	August 11 – 29, 08	Admissions Office (College Hall)
Cancel registration for not submitting documents			September 1, 08	September 1, 08	Registrar's Office
Advising	Phase I: April 14 – 17, 08 Phase II: July 7 – 11, 08 Phase III: Sept. 25 – Oct. 8, 08	September 22 – 26, 08	September 22 – 26, 08	July 21 – August 1, 08	Department Concerned.
On-line Course Registration via the INTERNET	Phase I: May 26 – 30, 08 Phase II: July 7 – 11, 08 Phase III: Sept. 25 – Oct. 8, 08	September 24 – 26, 08	September 24 – 26, 08	July 23 – August 1, 08	Check the back of this sheet for the schedule.
Payment of Fees ⁽²⁾ <i>Statements of Fees should be obtained online through AUBSIS⁽³⁾</i>	July 28 – August 23, 08	September 25 – 30, 08	September 25 – 30, 08	July 28 – August 23, 08	Arab Bank, Bank Audi, Bank Mediterranean, HSBC, BLOM, and Western Union.
Deferred payment	Before July 23, 08	Before Sept. 24, 08	Before Sept. 24, 08	Before July 23, 08	Comptroller's Office (Students' Accounts Section)
Payment of fees with late charge	August 25 – Sept. 10, 08	October 1 – 8, 08	October 1 – 8, 08	August 25–Sept. 10, 08	Comptroller's Office (Students' Accounts Section)
Cancel Registration for not settling financial accounts	September 15, 08			September 15, 08	Registrar's Office
Registration formalities for staff and staff dependents	July 10 – August 18, 08	Sep. 18 – Oct. 13, 08	Sep. 18 – Oct. 13, 08	July 10 – August 18, 08	Human Resources/ Comptroller's Office
Hospitalization Insurance Plan Waivers	July 22 – August 8, 08	Sep. 16 – Oct. 10, 08	Sep. 16 – Oct. 10, 08	July 22 – August 8, 08	Human Resources/ Comptroller's Office
NSSF declaration	Before October 20, 08				Registrar's Office
Graduate Assistants ⁽⁴⁾	Before July 25, 08	Before Sept. 22, 08			Personnel Office/ Comptroller's Office
Dorm residents	Before June 17, 08	Before August 15, 08 (Overseas Residents)		Before June 28, 08 (Lebanon Residents)	Applications: Student Affairs Office or by mail
Drop and Add Period		September 29 – October 8, 08			Via the INTERNET (AUB-sis)
Last date for withdrawal		December 12, 08			Via the INTERNET (AUB-sis) for regular Undergraduate Department Concerned/ Registrar's Office for Graduate, Special, and Intensive English students

(1) New students must report to the University Health Services for medical clearance before starting to register. New students are urged to secure a post office box immediately after payment of fees.

(2) Fees are paid, in **certified cheques only**, Cheques should be issued to the order of the bank concerned according to the following format: "**Pay to the order of (Name of the Bank) Account AUB**". The value of the cheque should be the exact amount shown on the Statement of Fees.

(3) Bursary students **should go in person to the office of Student Affairs** to collect their statements of fees and finalize their registration.

(4) Students who are sponsored by foundations and institutions such as Hariri, Faculty and staff dependents, Graduate Assistants, and student staff members should go in person to the Comptroller's Office (Students' Accounts Section) to finalize their registration.

- **Once you have completed your registration including payment of fees, no further changes in your schedule will be allowed until the Add and Drop Period.**
- Students wishing to add courses during the Add and Drop Period should report to the Students' Accounts Section, Comptroller's Office, College Hall, as soon as their courses are registered to pay for any additional fees that they may owe the University as a result of the adjustments that they introduced to their schedules.
- **Failure to pay the additional fees within a period of fourteen days beginning with the last day of the Add and Drop Period will result in the student being dropped from the added course(s). The student will still be under obligation to pay the due fees including the tuition for the added credits.**
- **Contracts of Graduate Assistants should be finalized with the Offices of the Deans of Faculties and sent to the Comptroller's Office before the completion of registration and the issuing of statements of fees.**

On Line Registration Schedule for All New, Old Returning, Cross Registering Students

Category	Date	Time
New Freshman Students, New Undergraduate coming from abroad, New Graduate Students, Old Returning, and Cross Registering Students	September 24 – 26, 08	To be determined
New Undergraduate Students	July 23 – August 1, 08	To be determined

Registration Centers

Any of the following Labs when available:

- Bliss 208, 209, 210, and Physics Lab 102
- Lab I, fourth floor, and Lab II, first floor (School of Business)
- FAFS Computer Center:
- FEA Labs 1, 2, 3, 5, and 6
- Van Dyck Computer Labs.

Moueen Salameh
Registrar

August 4, 2008

Schedule and Time Slots for on-line Course Registration and Drop/Add - Fall Semester 2008-2009

Online Course Registration Phase I - Fall 2008-2009		
Category	Day	Time
A	Monday, May 26, 2008	08:00 - 23:00
	Tuesday, May 27, 2008	08:00 - 23:00
	Wednesday, May 28, 2008	08:00 - 23:00
	Thursday, May 29, 2008	08:00 - 23:00
	Friday, May 30, 2008	08:00 - 23:00
A1	Monday, May 26, 2008	12:00 - 23:00
	Tuesday, May 27, 2008	08:00 - 23:00
	Wednesday, May 28, 2008	08:00 - 23:00
	Thursday, May 29, 2008	08:00 - 23:00
	Friday, May 30, 2008	08:00 - 23:00
B	Tuesday, May 27, 2008	08:00 - 23:00
	Wednesday, May 28, 2008	08:00 - 23:00
	Thursday, May 29, 2008	08:00 - 23:00
	Friday, May 30, 2008	08:00 - 23:00
C	Wednesday, May 28, 2008	08:00 - 23:00
	Thursday, May 29, 2008	08:00 - 23:00
	Friday, May 30, 2008	08:00 - 23:00
C1	Wednesday, May 28, 2008	12:00 - 23:00
	Thursday, May 29, 2008	08:00 - 23:00
	Friday, May 30, 2008	08:00 - 23:00
D	Thursday, May 29, 2008	08:00 - 23:00
	Friday, May 30, 2008	08:00 - 23:00

Online Course Registration Phase II - Fall 2008-2009		
Category	Day	Time
A	Monday, July 7, 2008	08:00 - 23:00
	Tuesday, July 8, 2008	08:00 - 23:00
	Wednesday, July 9, 2008	08:00 - 23:00
	Thursday, July 10, 2008	08:00 - 23:00
	Friday, July 11, 2008	08:00 - 23:00
A1	Monday, July 7, 2008	12:00 - 23:00
	Tuesday, July 8, 2008	08:00 - 23:00
	Wednesday, July 9, 2008	08:00 - 23:00
	Thursday, July 10, 2008	08:00 - 23:00
	Friday, July 11, 2008	08:00 - 23:00
B	Tuesday, July 8, 2008	08:00 - 23:00
	Wednesday, July 9, 2008	08:00 - 23:00
	Thursday, July 10, 2008	08:00 - 23:00
	Friday, July 11, 2008	08:00 - 23:00
B1	Tuesday, July 8, 2008	12:00 - 23:00
	Wednesday, July 9, 2008	08:00 - 23:00
	Thursday, July 10, 2008	08:00 - 23:00
	Friday, July 11, 2008	08:00 - 23:00

Online Course Registration Phase III - Fall 2008-2009

Category	Day	Time
A	Thursday, September 25, 2008	08:00 - 23:00
	Friday, September 26, 2008	08:00 - 23:00
	Monday, September 29, 2008	08:00 - 23:00
	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00
A1	Thursday, September 25, 2008	12:00 - 23:00
	Friday, September 26, 2008	08:00 - 23:00
	Monday, September 29, 2008	08:00 - 23:00
	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00
B	Friday, September 26, 2008	08:00 - 23:00
	Monday, September 29, 2008	08:00 - 23:00
	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00
B1	Friday, September 26, 2008	12:00 - 23:00
	Monday, September 29, 2008	08:00 - 23:00
	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00

Online Course Drop & Add - Fall 2008-2009

Category	Day	Time
A	Monday, September 29, 2008	08:00 - 23:00
	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00
A1	Monday, September 29, 2008	12:00 - 23:00
	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00
B	Tuesday, September 30, 2008	08:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00
B1	Tuesday, September 30, 2008	12:00 - 23:00
	Wednesday, October 1, 2008	08:00 - 23:00
	Thursday, October 2, 2008	08:00 - 23:00
	Friday, October 3, 2008	08:00 - 23:00
	Monday, October 6, 2008	08:00 - 23:00
	Tuesday, October 7, 2008	08:00 - 23:00
	Wednesday, October 8, 2008	08:00 - 23:00

Categories for Online Course Registration and Drop/Add for all Currently Registered Students for Fall Semester 2008-2009

Please find your faculty and class to determine your Category. Once you have determined your category, look it up on the schedule sheet to determine your Registration or Drop/Add time slots.

Category	Faculty	Class Code	Class Description
A	Agricultural & Food Sciences	A4	Agriculture IV
		A3	Agriculture III
		L4	Landscape IV
		L3	Landscape III
		F3	Food Sc.& Management III
		T3	Nutrition & Dietetics III
	Arts & Sciences	SR	Senior
	Engineering & Architecture	R5	Architecture 12,13,14
		R4	Architecture 9,10,11
		R3	Architecture 6,7,8
		E4	Engineering 9,10,11
		E3	Engineering 6,7,8
		G4	Graphic Design 9,10,11
		G3	Graphic Design 6,7,8
	Health Sciences	P3	Public Health III
	School of Business	SR	Senior
School of Nursing	N4	Nursing IV	
A1	Agricultural & Food Sciences	A2	Agriculture II
		L2	Landscape II
		T2	Nutrition & Dietetics II
		F2	Food Sc.& Management II
	Arts & Sciences	JR	Junior
	Engineering & Architecture	R2	Architecture 3,4,5
		G2	Graphic Design 3,4,5
		E2	Engineering 3,4,5
	Health Sciences	P2	Public Health II
School of Business	JR	Junior	
School of Nursing	N3	Nursing III	
B	Agricultural & Food Sciences	A1	Agriculture I
		L1	Landscape I
		T1	Nutrition & Dietetics I
		F1	Food Sc.& Management I
		V1	Veterinary Science
	Arts & Sciences	SO	Sophomore

B	Engineering & Architecture	R1	Architecture 1,2
		E1	Engineering 1,2
		G1	Graphic Design 1,2
	Health Sciences	P1	Public Health I
	School of Business	SO	Sophomore
	School of Nursing	N2	Nursing II
B1	Arts & Sciences	FR	Freshman
		SP	Special, Teaching Diploma
	All Faculties	SP	Special not working for a degree
		PH	PhD.
		PG	Prospective Students
		GR	Graduate
		IE	Intensive English
	Medicine	X2	X-Ray II
		X1	X-Ray I