

Registration Guide for the Spring Semester 2007-2008
Classes begin on Monday, February 11, 2008

	Currently Registered Students	All New, Old Returning, and Cross Registering Students	Place
Pre-Registration ⁽¹⁾		Jan. 30 – Feb. 1, 2008	College Hall (Admissions Office)
Advising	Dec. 3 - 7, 2007 8:30 a.m. – 4:30 p.m.	Feb. 5 – Feb. 8, 2008 8:30 a.m. – 4:30 p.m.	Department Concerned.
On-line Course Registration via the INTERNET	Dec. 10-14, 2007	Feb. 5 – Feb 8, 2008	Check the back of this sheet for the schedule. Via the INTERNET
Payment of Fees ⁽²⁾ <i>Statements of Fees can be obtained online through AUBSIS</i> ⁽³⁾	Jan. 22 - Feb. 1, 2008	Feb. 15 - 18, 2008	Ras Beirut branches of: Arab Bank, Bank Audi, Bank Mediterranee, HSBC, BLOM, and Western Union Bank.
Deferred payment	Jan 16, 2008	Feb 11, 2008	College Hall (Comptroller's Office Students' Accounts Section)
Payment of fees with late charge	Feb. 4 – 22, 2008	Feb.19 -22, 2008	College Hall (Comptroller's Office Students' Accounts Section)
Registration formalities for staff and staff dependents	Jan 21 – Feb 18, 2008		Human Resources / Comptroller's Office
Hospitalization Insurance Plan Waivers	Jan. 15 – Feb. 22, 2008		Human Resources / Comptroller's Office
NSSF declarations	No later than Feb. 28, 2008		Registrar's Office
Students who are sponsored by foundations, and Graduate Assistants ⁽⁴⁾	Not later than January 16, 2008	Not later than February 11, 2008	Human Resources / Comptroller's Office
Dorm residents	Dec. 3 - Dec, 2007	Jan. 2 – 11, 2008	Student Affairs Office
Drop and Add Period	Feb. 12-16, 2008		Check the back of this sheet for the schedule. Via the INTERNET
Last date for withdrawal	April 22, 2008		Check the back of this sheet for the schedule. Via the INTERNET Department Concerned/ Registrar's Office.

(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.

(3) 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.**

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.
- Via the Internet.

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

Category	Date	Time
All Students	February 5 - 8, 2008	TBA

Note: Prepare your schedule with your advisor before your registration time.

Moueen Salameh
Registrar

Time Slots for on-line Course Registration and Drop/Add - Spring Semester 2007-2008

Registration			Drop/Add	
Category	Day	Time	Day	Time
A	Monday, December 10, 2007	08:00 - 08:50 & 17:00 - 23:00	Tuesday, February 12, 2008	08:00 - 08:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	08:00 - 08:50 & 17:00 - 23:00	Wednesday, February 13, 2008	08:00 - 08:50 & 17:00 - 23:00
	Wednesday, December 12, 2007	08:00 - 08:50 & 17:00 - 23:00	Thursday, February 14, 2008	08:00 - 08:50 & 17:00 - 23:00
	Thursday, December 13, 2007	08:00 - 08:50 & 17:00 - 23:00	Friday, February 15, 2008	08:00 - 08:50 & 17:00 - 23:00
	Friday, December 14, 2007	08:00 - 08:50 & 17:00 - 23:00	Saturday, February 16, 2008	08:00 - 08:50 & 17:00 - 23:00
B	Monday, December 10, 2007	09:00 - 09:50 & 17:00 - 23:00	Tuesday, February 12, 2008	09:00 - 09:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	09:00 - 09:50 & 17:00 - 23:00	Wednesday, February 13, 2008	09:00 - 09:50 & 17:00 - 23:00
	Wednesday, December 12, 2007	09:00 - 09:50 & 17:00 - 23:00	Thursday, February 14, 2008	09:00 - 09:50 & 17:00 - 23:00
	Thursday, December 13, 2007	09:00 - 09:50 & 17:00 - 23:00	Friday, February 15, 2008	09:00 - 09:50 & 17:00 - 23:00
	Friday, December 14, 2007	09:00 - 09:50 & 17:00 - 23:00	Saturday, February 16, 2008	09:00 - 09:50 & 17:00 - 23:00
C	Monday, December 10, 2007	10:00 - 10:50 & 17:00 - 23:00	Tuesday, February 12, 2008	10:00 - 10:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	10:00 - 10:50 & 17:00 - 23:00	Wednesday, February 13, 2008	10:00 - 10:50 & 17:00 - 23:00
	Wednesday, December 12, 2007	10:00 - 10:50 & 17:00 - 23:00	Thursday, February 14, 2008	10:00 - 10:50 & 17:00 - 23:00
	Thursday, December 13, 2007	10:00 - 10:50 & 17:00 - 23:00	Friday, February 15, 2008	10:00 - 10:50 & 17:00 - 23:00
	Friday, December 14, 2007	10:00 - 10:50 & 17:00 - 23:00	Saturday, February 16, 2008	10:00 - 10:50 & 17:00 - 23:00
D	Monday, December 10, 2007	11:00 - 11:50 & 17:00 - 23:00	Tuesday, February 12, 2008	11:00 - 11:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	11:00 - 11:50 & 17:00 - 23:00	Wednesday, February 13, 2008	11:00 - 11:50 & 17:00 - 23:00
	Wednesday, December 12, 2007	11:00 - 11:50 & 17:00 - 23:00	Thursday, February 14, 2008	11:00 - 11:50 & 17:00 - 23:00
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	Friday, December 14, 2007	11:00 - 11:50 & 17:00 - 23:00	Saturday, February 16, 2008	11:00 - 11:50 & 17:00 - 23:00
E	Monday, December 10, 2007	12:00 - 12:50 & 17:00 - 23:00	Tuesday, February 12, 2008	12:00 - 12:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	12:00 - 12:50 & 17:00 - 23:00	Wednesday, February 13, 2008	12:00 - 12:50 & 17:00 - 23:00
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	Friday, December 14, 2007	12:00 - 12:50 & 17:00 - 23:00	Saturday, February 16, 2008	12:00 - 12:50 & 17:00 - 23:00

F	Monday, December 10, 2007	13:00 - 13:50 & 17:00 - 23:00	Tuesday, February 12, 2008	13:00 - 13:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	13:00 - 13:50 & 17:00 - 23:00	Wednesday, February 13, 2008	13:00 - 13:50 & 17:00 - 23:00
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G	Monday, December 10, 2007	14:00 - 14:50 & 17:00 - 23:00	Tuesday, February 12, 2008	14:00 - 14:50 & 17:00 - 23:00
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	Friday, December 14, 2007	14:00 - 14:50 & 17:00 - 23:00	Saturday, February 16, 2008	14:00 - 14:50 & 17:00 - 23:00
H	Monday, December 10, 2007	15:00 - 15:50 & 17:00 - 23:00	Tuesday, February 12, 2008	15:00 - 15:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	15:00 - 15:50 & 17:00 - 23:00	Wednesday, February 13, 2008	15:00 - 15:50 & 17:00 - 23:00
	Wednesday, December 12, 2007	15:00 - 15:50 & 17:00 - 23:00	Thursday, February 14, 2008	15:00 - 15:50 & 17:00 - 23:00
	Thursday, December 13, 2007	15:00 - 15:50 & 17:00 - 23:00	Friday, February 15, 2008	15:00 - 15:50 & 17:00 - 23:00
	Friday, December 14, 2007	15:00 - 15:50 & 17:00 - 23:00	Saturday, February 16, 2008	15:00 - 15:50 & 17:00 - 23:00
I	Monday, December 10, 2007	16:00 - 16:50 & 17:00 - 23:00	Tuesday, February 12, 2008	16:00 - 16:50 & 17:00 - 23:00
	Tuesday, December 11, 2007	16:00 - 16:50 & 17:00 - 23:00	Wednesday, February 13, 2008	16:00 - 16:50 & 17:00 - 23:00
	Wednesday, December 12, 2007	16:00 - 16:50 & 17:00 - 23:00	Thursday, February 14, 2008	16:00 - 16:50 & 17:00 - 23:00
	Thursday, December 13, 2007	16:00 - 16:50 & 17:00 - 23:00	Friday, February 15, 2008	16:00 - 16:50 & 17:00 - 23:00
	Friday, December 14, 2007	16:00 - 16:50 & 17:00 - 23:00	Saturday, February 16, 2008	16:00 - 16:50 & 17:00 - 23:00

Categories for Registration for all Currently Registered Students Spring Term 2007-2008

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
A	Arts & Sciences	Senior
	School of Business	Senior
	Health Sciences	Public Health III
	Agricultural & Food Sciences	Agriculture IV Food Sc.& Management III Landscape IV Nutrition & Dietatics III
	Engineering & Architecture	Architecture 12,13,14 Architecture 9,10,11 Engineering 9,10,11 Graphic Design 9,10,11
B	School of Nursing	Nursing IV
	Arts & Sciences	Junior
	Agricultural & Food Sciences	Agriculture III Agriculture II Food Sc.& Management II Landscape III Landscape II Nutrition & Dietatics II
C	Engineering & Architecture	Architecture 6,7,8 Architecture 3,4,5 Graphic Design 6,7,8 Graphic Design 3,4,5
	School of Business	Junior
D	Engineering & Architecture	Engineering 6,7,8
	Health Sciences	Public Health II
	School of Nursing	Nursing III Nursing II
E	Arts & Sciences	Sophomore
F	School of Business	Sophomore
	Engineering & Architecture	Engineering 3,4,5

G	Engineering & Architecture	Architecture 1,2 Engineering 1,2 Graphic Design 1,2
	Agricultural & Food Sciences	Agriculture I Food Sc.& Management I Landscape I Nutrition & Dietatics I
	Health Sciences	Public Health I
H	Arts & Sciences	Freshman Teaching Diploma
	All Faculties	Intensive English
	All Faculties	Special not working for a degree
	Medicine	X-Ray II X-Ray I
I	All Faculties	Graduate, Prospective & PhD Students

November 26, 2007