



Registration Guide for the Summer Term 2007-2008
Classes begin on Monday, June 23, 2008

	Currently Registered Students	All New, Old Returning, and Cross Registering Students	Place
Pre-Registration ⁽¹⁾		June 10 – 13, 2008	College Hall (Admissions Office and Registrar's Office)
Advising	May 20-23, 2008	June 10 – 13, 2008	Department Concerned.
On-line Course Registration via the INTERNET	May 20-23, 2008	June 10 – 13, 2008	Check the second page of this guide for the schedule.
Payment of Fees ⁽²⁾ Statements of Fees can be obtained online through AUB-SIS	June 17 – 21, 2008	June 17 – 21, 2008	All branches of: Arab Bank, Audi Bank – Saradar group, Bank de la Mediterranee, HSBC, BLOM, and Societe Generale Bank.
Payment of fees with late charge	June 23 – 27, 2008	June 23 – 27, 2008	Comptroller's Office (Students' Accounts Section)
Registration formalities for staff and staff dependents	May 19–June 9, 2008	May 19–June 9, 2008	Human Resources/ Comptroller's Office
Hospitalization Insurance Plan Waivers ⁽³⁾	June 10 – July 4, 2008		Human Resources / Comptroller's Office
Students who are sponsored by foundations, and Graduate Assistants	Before June 6, 2008	Before June 6, 2008	Human Resources / Comptroller's Office
Dorm residents	Before May 16, 2008	Before May 23, 2008	Student Affairs Office
Drop and Add Period	June 24 – 27, 2008		Via the INTERNET (AUB-sis)
Last date for withdrawal	July 24, 2008		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) 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 Seven 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.**

Moueen Salameh
Registrar

March 26, 2008

Online Course Registration for Currently Registered Students Summer Term 2007-2008

Category	Day	Time
A	Tuesday, May 20, 2008	08:00 - 23:00
	Wednesday, May 21, 2008	08:00 - 08:50 & 17:00 - 23:00
	Thursday, May 22, 2008	08:00 - 08:50 & 17:00 - 23:00
	Friday, May 23, 2008	08:00 - 08:50 & 17:00 - 23:00
B	Wednesday, May 21, 2008	09:00 - 09:50 & 17:00 - 23:00
	Thursday, May 22, 2008	09:00 - 09:50 & 17:00 - 23:00
	Friday, May 23, 2008	09:00 - 09:50 & 17:00 - 23:00
C	Wednesday, May 21, 2008	10:00 - 10:50 & 17:00 - 23:00
	Thursday, May 22, 2008	10:00 - 10:50 & 17:00 - 23:00
	Friday, May 23, 2008	10:00 - 10:50 & 17:00 - 23:00
D	Wednesday, May 21, 2008	11:00 - 11:50 & 17:00 - 23:00
	Thursday, May 22, 2008	11:00 - 11:50 & 17:00 - 23:00
	Friday, May 23, 2008	11:00 - 11:50 & 17:00 - 23:00
E	Wednesday, May 21, 2008	12:00 - 12:50 & 17:00 - 23:00
	Thursday, May 22, 2008	12:00 - 12:50 & 17:00 - 23:00
	Friday, May 23, 2008	12:00 - 12:50 & 17:00 - 23:00
F	Wednesday, May 21, 2008	13:00 - 13:50 & 17:00 - 23:00
	Thursday, May 22, 2008	13:00 - 13:50 & 17:00 - 23:00
	Friday, May 23, 2008	13:00 - 13:50 & 17:00 - 23:00
G	Wednesday, May 21, 2008	14:00 - 14:50 & 17:00 - 23:00
	Thursday, May 22, 2008	14:00 - 14:50 & 17:00 - 23:00
	Friday, May 23, 2008	14:00 - 14:50 & 17:00 - 23:00
H	Wednesday, May 21, 2008	15:00 - 15:50 & 17:00 - 23:00
	Thursday, May 22, 2008	15:00 - 15:50 & 17:00 - 23:00
	Friday, May 23, 2008	15:00 - 15:50 & 17:00 - 23:00
I	Wednesday, May 21, 2008	16:00 - 16:50 & 17:00 - 23:00
	Thursday, May 22, 2008	16:00 - 16:50 & 17:00 - 23:00
	Friday, May 23, 2008	16:00 - 16:50 & 17:00 - 23:00

Online Drop/Add for Currently Registered Students Summer Term 2007-2008

Category	Day	Time
A	Tuesday, June 24, 2008	08:00 - 08:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	08:00 - 08:50 & 17:00 - 23:00
	Thursday, June 26, 2008	08:00 - 08:50 & 17:00 - 23:00
	Friday, June 27, 2008	08:00 - 08:50 & 17:00 - 23:00
B	Tuesday, June 24, 2008	09:00 - 09:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	09:00 - 09:50 & 17:00 - 23:00
	Thursday, June 26, 2008	09:00 - 09:50 & 17:00 - 23:00
	Friday, June 27, 2008	09:00 - 09:50 & 17:00 - 23:00
C	Tuesday, June 24, 2008	10:00 - 10:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	10:00 - 10:50 & 17:00 - 23:00
	Thursday, June 26, 2008	10:00 - 10:50 & 17:00 - 23:00
	Friday, June 27, 2008	10:00 - 10:50 & 17:00 - 23:00
D	Tuesday, June 24, 2008	11:00 - 11:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	11:00 - 11:50 & 17:00 - 23:00
	Thursday, June 26, 2008	11:00 - 11:50 & 17:00 - 23:00
	Friday, June 27, 2008	11:00 - 11:50 & 17:00 - 23:00
E	Tuesday, June 24, 2008	12:00 - 12:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	12:00 - 12:50 & 17:00 - 23:00
	Thursday, June 26, 2008	12:00 - 12:50 & 17:00 - 23:00
	Friday, June 27, 2008	12:00 - 12:50 & 17:00 - 23:00
F	Tuesday, June 24, 2008	13:00 - 13:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	13:00 - 13:50 & 17:00 - 23:00
	Thursday, June 26, 2008	13:00 - 13:50 & 17:00 - 23:00
	Friday, June 27, 2008	13:00 - 13:50 & 17:00 - 23:00
G	Tuesday, June 24, 2008	14:00 - 14:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	14:00 - 14:50 & 17:00 - 23:00
	Thursday, June 26, 2008	14:00 - 14:50 & 17:00 - 23:00
	Friday, June 27, 2008	14:00 - 14:50 & 17:00 - 23:00
H	Tuesday, June 24, 2008	15:00 - 15:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	15:00 - 15:50 & 17:00 - 23:00
	Thursday, June 26, 2008	15:00 - 15:50 & 17:00 - 23:00
	Friday, June 27, 2008	15:00 - 15:50 & 17:00 - 23:00
I	Tuesday, June 24, 2008	16:00 - 16:50 & 17:00 - 23:00
	Wednesday, June 25, 2008	16:00 - 16:50 & 17:00 - 23:00
	Thursday, June 26, 2008	16:00 - 16:50 & 17:00 - 23:00
	Friday, June 27, 2008	16:00 - 16:50 & 17:00 - 23:00

Categories for Online Course Registration for all Currently Registered Students for Summer 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
	School of Nursing	Nursing IV
	Agricultural & Food Sciences	Agriculture IV Food Sc.& Management III Landscape IV Nutrition & Dietatics III
	Engineering & Architecture	Architecture 12,13,14 Engineering 9,10,11 Graphic Design 9,10,11
B	Agricultural & Food Sciences	Agriculture III Agriculture II Food Sc.& Management II Landscape III Landscape II Nutrition & Dietatics II
	Engineering & Architecture	Architecture 9,10,11
C	Engineering & Architecture	Architecture 6,7,8 Architecture 3,4,5 Graphic Design 6,7,8 Graphic Design 3,4,5
	Arts & Sciences	Junior
	Health Sciences	Public Health II
D	School of Nursing	Nursing III
	Engineering & Architecture	Engineering 6,7,8
	School of Business	Junior
E	School of Nursing	Nursing II
	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	P.h.D, Graduate & Prospective Students