

# **Important Information**

## **Registration**

Registration is not official and complete until the required fees have been paid on the assigned dates. Students who do not settle their fees on the assigned dates will have their registration cancelled.

## **Courses changes**

Course offerings are subject to change without prior notice. Students should refer to the on-line BANNER Schedule of courses for timely updates.

## **Remedial Requirements**

Students who are admitted with remedial courses should complete these courses within their first year of enrollment at LAU.

## **Freshman Requirements**

Lebanese students who were admitted to the Freshman class in the BA/BS program, must complete the courses required in the Freshman program, and secure the Official Equivalence to the Lebanese Baccalaureate, and declare a major before registering in higher level courses. To qualify for the Bachelor degree (in accordance with the regulations of the Lebanese Ministry of Higher Education and LAU), students must complete a minimum of 92 credits of sophomore and higher level courses in no less than six semesters beyond the date of the equivalence. Professional Schools may require additional credits and residence.

Before registering in courses, students **are requested** to consult with their respective advisors who will guide them in fulfilling the requirements for the equivalence and the LAU degree.

## **Student Course Load**

1. The normal load for regular students is five courses or a maximum of **18** credits in Fall & Spring semesters, and 7 credits in each Summer Module. A minimum full time load in a regular term is **12** credits.
2. Students with a cumulative GPA of **3.00** and above are allowed to carry up to a maximum of **21** in regular semesters.
3. Students who have two or more incomplete grades from a previous semester are recommended not to carry more than **13** credits.

4. A student on probation cannot carry more than **13** credits in a regular Fall & Spring semester.
5. Students within one semester of graduation may register for a maximum of **21** credits in regular semesters.

### **Inter-campus Cross Registration**

Inter-campus cross-registration is NOT allowed if in a semester the same course is offered at the campus where the student is enrolled.

### **Inter-campus Transfer**

A student transferring from one campus of LAU to another cannot return to the original campus before completing two regular semesters at the new campus

### **Behavior on Campus**

Cheating on tests, plagiarism and disrupting classes and examinations are serious offenses subject to disciplinary action by the academic division concerned. Acts of theft, falsification of documents or signatures or any improper behavior on Campus is also subject to disciplinary action by the Student Campus Life Council.

### **Cheating during Exams**

Students caught cheating on an exam will receive a grade of zero on the exam in their first cheating attempt in the course and receive a warning. Students caught cheating for the second time, in the same course; receive a grade of F in the course and a second warning. A grade of zero on an exam resulting from cheating must be counted in the student's course grade. The zero cannot be dropped in computing the final grade in case the instructor has a policy of allowing students to drop their worst exam grade.

### **Changing Major**

1. A student may petition the School concerned to change major at any time. The Admissions' conditions and his/.her academic performance at LAU will be taken into consideration. Acceptance in the new major is also conditional on availability of places.
2. Students with an approved Change of Major will have the option of dropping, from the Grade Point Average (GPA) computation, the grades of 3 courses taken at LAU, belonging to the requirements of the old Major and not to any requested new Major. Only grades C and below can be deleted.
3. Students must submit a request to have their grades deleted at the Registrar's Office, no later than one semester of the Change of Major, and not after graduating, or after leaving the University for more than 2 consecutive semesters.

This rule applies for changes of Major within a School, or when a student transfers from one School to another.

4. Students who benefited from the above stated rule in C.2., cannot return to their old Major, and cannot request to have their Major changed, again, to any Major, which requires a course whose grade was deleted from the GPA computation.

### **Parking Rules & Regulations – Byblos Campus**

1. Campus parking lots are restricted to cars with LAU permits only.
2. Permit should be affixed on the windshield – passenger side.
3. Permit is non-endorsable, non-transferable.
4. Cars should be parked properly in the areas designated for students.
5. Parking is prohibited in reserved areas for Faculty/Staff or other restricted ones.
6. Speed limit in the campus is 30 km/h.
7. Blocking entrance to building and driveway is prohibited.
8. Parked cars constituting a threat to safety are subject to being towed away at owner's expense.
9. Parking violation issued more than twice per semester will result in cancellation of the parking permit.
10. No vehicle will be allowed to enter the Campus and park without valid sticker
11. Accepting the parking permit, the student acknowledges that the University assumes “**NO LIABILITY**” for theft or damages to vehicles parked in the campus.

#### **ID's & CAR STICKERS – Byblos Campus**

1. Dates related to ID cards and car stickers for Summer & Fall 2010 semesters will be announced at a later date through the Campus Services Office.
2. The Parking fee will be added to the total tuition on the statements of fees.

### **Smoking on Campus**

#### **TO ALL FACULTY – STAFF - STUDENTS**

SMOKING IS NOT PERMITTED AT ANY TIME IN ANY UNIVERSITY FACILITY, INCLUDING BUT NOT LIMITED TO OFFICES, HALLWAYS, CLASS ROOMS, LABS, LOUNGES OR CAFETERIA.

## **DEADLINES**

### **FOR APPLYING TO THE MEDICAL SCHOOL**

Academic year 2010-2011                      Friday February 12, 2010  
Beginning of classes:                              Wednesday September 1, 2010

### **FOR APPLICATION FOR GRADUATION**

#### **BYBLOS CAMPUS**

For Summer 2010 & Fall 2010:              Tuesday March 16, 2010  
For Spring 2011:                                      Monday November 15, 2010

Students expecting to graduate **MUST** apply for graduation at the Registrar' Office by the deadlines specified by the office.

### **FOR INTERCAMPUS TRANSFER**

**“Transfer from one campus to another should be for one Academic year (two consecutive semesters excluding summer modules)**

**For Summer 2010 Module I:**                      Thursday May 13, 2010

**For Summer-II 2010 - Business School:**      Thursday May 13, 2010  
**For Summer-II 2010 - Other School:**              Wednesday July 28, 2010

**For Fall 2010 - Business Schools:**              Thursday July 15, 2010  
**For Fall 2010 - Other Schools:**                      Monday September 20, 2010

**For Spring 2011 – Business School:** ..... Tuesday December 14, 2010  
**For Spring 2011 – Other Schools:**              Tuesday January 18, 2011

### **FOR WITHDRAWAL FROM COURSES**

**For Spring 2010 semester:**                      Thursday May 20, 2010

**For Summer 2010 Module I:**                      Wednesday July 21, 2010  
**For Summer 2010 Module II:**                      Wednesday September 1, 2010

**For Fall 2010 semester:**                              Wednesday January 12, 2011  
**For Spring 2011 semester:**                          Friday May 13, 2011

## **FOR INCOMPLETE GRADES**

**From Spring 2010 & Summer 2010 Semesters:** Wednesday November 24, 2010

**From Fall 2010 Semester:** Thursday April 14, 2011

## **FOR APPLICATION FOR FINANCIAL AID**

**REFER TO FINANCIAL AID OFFICE**

### **ATTENTION ALL STUDENTS**

A student is not officially registered in or dropped from classes until the registration or ADD/DROP form has been processed on the computer and the required fees have been paid.

## **CODES IN BANNER STUDENT SYSTEM**

### **BEIRUT BUILDING CODES**

<b><i>BEIRUT CAMPUS</i></b>	
<b><u>Banner Code</u></b>	<b><u>Building Name</u></b>
101	Sage Hall
102	Learning Resources Center
103	Nicol Hall
104	Safadi Fine Arts Building
105	Gymnasium Building
106	Faculty Apartments Building
107	Irwin Hall
108	Shanon Hall
109	Orme Gray Hall
110	Business Building

### **BYBLOS BUILDING CODES**

<b><i>BYBLOS CAMPUS</i></b>	
<b><u>Banner Code</u></b>	<b><u>Building Name</u></b>

201	Science One Building
203	Architecture Hall
204	Zakhem Engineering Hall
205	Bassil Building
206	Frem Civic Center
230	Dorms A

### **CAMPUS CODES & SECTIONS**

Campus *1* refers to *Beirut* Campus. Sections are *UP TO 29*

Campus *2* refers to *Byblos* Campus. Sections range from *31 TO 49*

**Make sure to select the correct section in the corresponding CAMPUS.**

**REMEMBER TO CHECK YOUR DETAILED SCHEDULE BEFORE THE END OF THE DROP/ADD PERIOD. NO CHANGE IN SCHEDULE IS ALLOWED AFTER THAT DATE.**