

## INSTRUCTIONS FOR WEB REGISTRATION

***You MUST seek the help of your Academic Advisor in selecting your courses. New students and students who registered at LAU less than 24 credits should register with the help of their academic advisor.***

\* On LAU Web page (<http://www.lau.edu.lb>): click on **Academics, Login to Banner student System**, and then **Enter Secure Area**.

1. Enter *User ID* (LAU ID No. which consists of 9 digits.) available on the *admission letter* or *LAU ID card*. Students whose *LAU ID No.* consists of six digits, must add '19' to the beginning of the ID No. and '0' to the end (e.g. if the *LAU ID No.* is 931234, then it will be 199312340).
2. Enter *PIN* (6 digits).
  - If this is the **FIRST** time you access the page, then the default 6-digits PIN is your **birth date** according to the following formula: **DDMMYY** (e.g. if the birth date is *February 5, 1981*, then the PIN is 050281).
  - After you enter your PIN, click **Login**.
  - You will be prompted with the following message "Your PIN has expired. Please change it now". Enter your *Old PIN (birth date)*, and then choose a new PIN of 6 numerical digits (you need to enter the new PIN twice).
  - **Memorize** your new PIN since this is the PIN that you will use for Registration. **DO NOT GIVE YOUR PIN TO ANYONE.**
  - You'll be asked to enter a "question" and an "answer" that will be used in case you forgot your PIN.
  - **New students and students who registered at LAU less than 24 credits** will need an ALTERNATE PIN. The **ALTERNATE PIN** will be removed after getting the **APPROVAL** of their respective advisor on the **WEB-ADVISING Form**.
3. Click on **Login**.
4. Click on **Student Services & Financial Aid**.

***Students are NOT ALLOWED to REPEAT courses in which they have scored a grade ABOVE "C+"; otherwise, the grade of the repeated course WILL NOT BE COMPUTED in the GPA calculations, and the money WILL NOT BE REFUNDED.***

**For New students and students who registered at LAU less than 24 credits:**

- Click on **Advising**. If you know the courses you want to take, please proceed and prepare your plan. If not, proceed immediately to your assigned advisor for course selection and consequently secure his approval on a particular plan.
- Click on **Create New Form**. This link is accessible because NO PLAN exists YET.
- Enter the **SUBJECT** Code in the text box, or look up for the **SUBJECT**.
- Clicking on **Look up** will display a list of SUBJECTS or Course List along with the course description. Click on the desired course and then click on close. **This procedure will fill the text box with the course number. If you already know the desired subject, you can skip the look up screens.**
- After filling the subject code, click on **Add link** to add the course to the advising selection.
- Repeat the addition of desired courses until you are finished preparing the advising selection.
- **YOU CANNOT PROCEED WITH THE REGISTRATION OF COURSES UNLESS YOU SECURE YOUR ADVISOR'S APPROVAL. YOU NEED TO GO TO THE ADVISOR PERSONALLY TO GET THE APPROVAL.**
- Once the advisor approves your advising selection, you will be able to see the Date of Approval along with the advisor's name, you will also see the status of the advising selection as "**APPROVED**". **No advising selection is approved unless you see the "APPROVED" description under the status label.**
- Once the advisor approves the selection, the **Create new form** link for creating a brand new selection will no be available anymore. If you need to modify the approved selection, all you need to do is to create a copy of the approved one from the list of advising selections. You can modify that copy by adding or deleting courses as desired.
- **After every Modification of the Advising Plan, seek the approval of the advisor.**
- **To help in achieving timely and successful registration and academic progress, you are urged to register for the courses in the selection approved by your advisor**
- **ADVISING ENDS HERE AND REGISTRATION ON THE WEB BEGINS**

5. Click on **Registration**.

***Students are NOT ALLOWED to REPEAT courses in which they have scored a grade ABOVE "C+"; otherwise, the grade of the repeated course WILL NOT BE COMPUTED in the GPA calculations, and the money WILL NOT BE REFUNDED.***

6. Click on **Check your Registration Status** to check your *eligibility for registration*. Click **Submit Term**. Read carefully.
7. If “*You have Holds which prevent your registration*”, scroll down till the end of the page and click **[View Holds]**.
  - If you have Human Resources Hold (IH), go to the Human Recourses Office.
  - If you have Admissions Hold (AD), go to the Admissions Office.
  - If you have Financial Charges Hold (FH), go to the Business Office.
  - If you have Remedial Courses Hold (RE), then you must register your courses at the Registrar’s Office.
  - If you have an INTENSIVE ENGLISH hold (IE), you must register at the Registrar’s Office.
8. Make sure that “*Your Academic Standing is Good Standing which permits registration*”.
9. Your **CLASS** is mentioned in the sentence “*Your Class for registration purposes is \*\*\*\*\**”. If *Academic Standing* permits registration and you have *no Holds*, you can register **only** on the day assigned for your Class according to the schedule announced by the Registrar’s Office.
10. If you choose to register with your advisor, then go to step 20 (*Log off*). After you register with your advisor, **make sure to Check Your Final Schedule** (steps 18 to 20).
11. Click on **Add/Drop Classes** (under Student Services & Financial Aid / Registration). The semester that you are registering for will be displayed near the *Select Term* box; if not, choose the correct semester from the list that appears upon pressing the downward arrow. Click on **Submit Term**. To register you can either go to step 12 or steps 13 to 15.
12. Type the CRN(s) of the course(s) you want to register under **Add Class**. Click on **Submit Changes**. Make sure to type the **correct CRN**. Go to step 16.

## OR (steps 13 to 15)

13. You can search by clicking **Class Search**, and then choose a *Subject* and/or *Course Number* and click on **Find Classes**. You can also search by *Campus, Days, Time, etc...* Make sure to select the correct Campus – ***Cmp 1 is for Beirut Campus*** (sections range from 11 to 29) and ***Cmp 2 is for Byblos Campus*** (sections range from 30 to 49). **No cross registration between LAU campuses is allowed.**

14. After you find the section you want, click on the box at the left side of the CRN column (a *check mark* ✓ should appear inside the box) and then click on **Register**.
15. If the letter “C” is displayed in the box, then this section is CLOSED.
16. If the student has not satisfied the condition for registration in a specific section, a message will be displayed. **Read the message carefully.**
  - If the messages are “LINK ERROR: A REQUIRED” or “LINK ERROR: B REQUIRED”, then you are attempting to register a *course without its lab* or a *lab without its course*. Make sure to register **BOTH** the Lecture and the LAB sections.
  - If the message is “PREREQUISITE & TEST SCORE ERROR”, then you have not satisfied the registration requirements for this course.
  - If the message is “DUPLICATE SECTIONS”, then you are attempting to register TWO sections of the same course. If the courses are special topics or seminars (like BUS871, CSC888, CSC488), then the 2<sup>nd</sup> section should be registered at the Registrar’s Office.
  - If the message is “CLASS RESTRICTION”, then you are not in the CLASS required for the course.
  - If the message is “CAMPUS RESTRICTION”, then you are attempting to register in another campus.
17. A student can DELETE a course by choosing the *Action* on the student Schedule next to the course.
18. Click **Student Detail Schedule** (under Student Services & Financial Aid/Registration) to **Check Your Final Schedule**. **Every time you make any change in your schedule, make sure to Check Your Final Schedule.**
19. To check your Account, click **Registration Fee Assessment** (under Student Services & Financial Aid/Student Records). If you need to make any changes in your schedule, make sure to do so **before the end of the Drop/Add period** (check the Academic Calendar or Registration Schedule).
20. **LOG OFF** by clicking the exit button at the top right of the screen then closing the browser to protect your privacy.

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

**Students are NOT ALLOWED to REPEAT courses in which they have scored a grade ABOVE “C+”; otherwise, the grade of the repeated course WILL NOT BE COMPUTED in the GPA calculations, and the money WILL NOT BE REFUNDED.**

*For Undergraduate Students who have completed course requirements for graduation, but have a GPA less than 2.00 (Cumulative or Major):*

*If working towards a Bachelor degree, courses that may be REPEATED for raising their GPA must be on Junior or Senior level (numbered 300 and above)*

*If working towards an Associate degree, courses that may be REPEATED for raising their GPA must be on Sophomore or higher level (numbered 200 and above)*

*Students are not allowed to REGISTER in any course MORE THAN THREE times, including withdrawals. Students unable to get a PASSING grade after taking the course THREE times will BE DROPPED from the University or the Program, depending on whether the course is part of the University or Program requirements.*