

REGISTRATION INFORMATION

SUMMER 2010 & FALL 2010

I. IMPORTANT GENERAL NOTES

New students and students who REGISTERED at LAU less than 24 credits must pass by their assigned advisors during the advising period. The ALTERNATE PIN will be removed after getting the APPROVAL of their respective advisor on the WEB-ADVISING Form. (Note: all students are urged and encouraged to obtain advice from their advisor before registering.)

- A. Students are responsible to carefully **PLAN** their schedules and to register their courses during the registration period assigned for them.
- B. Students on double probation will register **only if they clear their probation.**
- C. Students who do not settle their fees on the assigned date (refer to Registration Dates) will have their registration canceled.
- D. Registration Forms are available at the **Schools'/Departments Office or at the Registrar's Office**. Only one Registration Form will be given to each student. Students must be careful not to scratch or destroy it.
- E. Students who were not registered during the **Spring 2010** semester or returning to LAU after staying away for one or more semesters (Fall or Spring) (**Returnees**) must reactivate their file at the Registrar's Office before the assigned Registration Dates.
- F. Students, who are registered for Spring 2010 and have paid the Deposit for Fall 2010 may register for Fall 2010 between May 25 and May 31, 2010 (on the days assigned based on class). Otherwise, they will have to do Late Registration with a late registration fee of \$216 between September 27 and September 30, 2010.
- G. Beirut Engineering & Architecture students who have completed their first year must transfer to Byblos Campus by submitting an Intercampus Transfer Form.
- H. Students transferring from one campus to another must remain for a minimum of two consecutive regular semesters in the new campus before they are allowed to transfer back to their original campus.
- I. Students will be entitled for a **REFUND** for courses dropped **IF and ONLY IF** the course(s) is dropped during the Drop and Add period as per the Registration Periods.
- J. Currently enrolled students who do not register during the regular registration period for the **Fall/Summer** semesters will be charged a **LATE REGISTRATION FEE** of \$216.

- K. **Inter-campus cross registration in a regular semester is NOT allowed if the needed course is offered at the Campus where the student belongs.**

II. **PROCEDURES FOR ADVISING & REGISTRATION**

A. **Advising Procedure**

New undergraduate students and undergraduate students who, during all past and current terms, have registered for less than 24 credits, are required to do their registration only after receiving advice from their advisor. (Note: all students are urged and encouraged to obtain advice from their advisor before registering.)

The on-line registration system is set up to stop students in the above category from registering directly on the web. It will ask for an Alternate Pin Number. This Alternate Pin Number requirement will be removed when the student sees his/her advisor and the advisor approves a selection of courses. Before seeing the advisor, the student must use the on-line advising system to prepare a selection of courses. The advising procedure is as follows:

- a) The student accesses LAU site at <http://www.lau.edu.lb> and clicks on **Academics**
- b) Clicks on **Banner Login**
- c) To Log in:
 - Enters User ID. This is the LAU ID Number which consists of 9 digits and is available on the admission letter and the LAU ID Card
 - Enters PIN (6 digits). Note that this PIN is different from the above mentioned Alternate Pin Number. Check point two (2) of **Instructions for Web Registration** for a detailed discussion of PIN value.
 - Clicks on **Login**.
- d) Clicks on **Student Services & Financial Aid**
- e) Clicks on **Advising** and uses the advising system to prepare a selection of courses that he/she wishes to register for.

The advising system has links to the Schedule of courses offered, the Catalog of LAU courses and the Help service which gives the user instructions on the use of the advising system. The student must read these instructions carefully and, if needed, consult the Schedule and the Catalog. Then the student prepares his/her selection of courses. This selection of courses is a tentative one that the student will be presenting to the advisor for approval. It will automatically be accessible to the advisor through the on-line advising system.
- f) The student Exits the Banner Student System. **Note: the student at this stage is not registered yet.**
- g) During the announced advising period, the student sees the advisor (inquiries about the advisor and his/her office must be made at the Academic Division). The advisor will access the selection of courses in the presence of the student. The advisor will discuss it with the student and may suggest or require modifications. The advisor may also modify it on the spot. When the advisor is satisfied with the selection of courses, he/she will approve it (by clicking on an Approve button). This approval action will result in removing the Alternate Pin Number requirement. This will allow the student to register for his/her courses on-line by using only his/her ID number and PIN (please check **Instructions for Web Registration** for the registration procedure).

- B. To register for courses, students should follow the steps under **Instructions for Web Registration**.

- C. A student can register only on the days assigned for his/her Class (Refer to registration dates). He/she can check his/her class on the web (see point 9 of Instructions for Web Registration).
- D. After a student registers, he/she must **CHECK THE FINAL SCHEDULE** .
- E. **Resident students** in Beirut Campus must pass by the **Orme Gray Residence Hall** to confirm their room reservation before the period of collection of the Statement of Fees.
- F. Students who need to **defer tuition payments** must make proper arrangements at the **Business Office Desk** (Irwin Hall Auditorium - Beirut campus or Tohme-Rizk building – Byblos campus) during the period of collection of the Statement of Fees.
- G. **ALL STUDENTS MUST** pass by the **Human Resources Office** to arrange for insurance before collecting the statement of fees for the SUMMER & FALL 2010 registration. Students who benefit from NSSF coverage and/or from a medical insurance must bring with them evidence to that effect. Lebanese students who do not benefit from NSSF coverage must bring with them their family civil status record (إخراج قيد عائلي) with its photocopy (not more than 3 months old). For more information, refer to “**Documents Needed for Insurance**”.
- H. **New Students & Returnees:** Make sure to pass by the **Post Office** to arrange for a *Post Office Box*.
- I. Obtain your ID card from the **Campus services Office** upon presentation of your statement of fees stamped by the bank

VERY IMPORTANT

To avoid being registered in the wrong course or the wrong section, students must be careful in writing the correct course reference number (CRN), subject, course number and course section.

IMPORTANT

If during the Drop/Add period, a student adds one or more course(s), he/she is held responsible for it even if he/she does not settle the fees at the Business Office. The course(s) will not be deleted from the student’s schedule, and an “F” grade will be recorded on the student’s transcript if he/she does not withdraw towards the end of the semester.

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