



**Registration Guide for the Fall Semester 2017 - 2018**  
**Classes begin on Wednesday, August 30, 2017**

	Currently Registered Undergraduate, and Graduate Students	New Students Coming from Abroad, Freshman, Special, Transfer, Second Degree, Cross Registering, Old Returning, and New Graduate Students	New Undergraduate Students	Place
Orientation		August 22 – 25, 2017	August 22 – 25, 2017	Office of Student Affairs
Submission of Documents <sup>(1)</sup>		June 28 - August 16, 2017	June 28 - August 16, 2017	Admissions Office (College Hall)
Deadline for payment of commitment fee for new students		June 30, 2017	June 30, 2017	University Cashier's Office
Advising	April 10-14, 2017	August 22-24, 2017	August 22-25, 2017	Department Concerned.
On-line Course Registration via the INTERNET	Phase I: April 19 – August 9, 2017 Phase II: August 28 – 30, 2017	August 24 - 30, 2017	August 25 - 30, 2017	Check the back of this sheet for the schedule.
Payment of Fees <sup>(2)</sup> <i>Statements of Fees should be obtained online through AUBSIS<sup>3</sup></i>	August 2 –September 14, 2017	August 24–September 14, 2017	August 24–September 14, 2017	BLOM, BankMed, SGBL, Arab Bank, Audi , Byblos, Bank Misr, and Fransabank.
Deferred payment	June 5 – August 17, 2017	August 14 - 17, 2017	June 5 – August 17, 2017	Comptroller's Office (Students' Accounts Section)
Payment of fees with late charge	September 15 - 22, 2017	September 15 - 22, 2017	September 15 - 22, 2017	BLOM, BankMed, SGBL, Arab Bank, Audi , Byblos, Bank Misr, and Fransabank.
Cancel Registration for not settling financial accounts	September 27, 2017	September 27, 2017	September 27, 2017	Registrar's Office
Registration formalities for staff and staff dependents	July 14- September 14, 2017	July 14- September 14, 2017	July 14- September 14, 2017	Human Resources/ Comptroller's Office
Hospitalization Insurance Plan Waivers	August 1- September 22, 2017	August 1- September 22, 2017	August 1- September 22, 2017	Human Resources/ Comptroller's Office
NSSF declaration		Before September 29, 2017		
Dorm residents	May 1 – June 30, 2017	May 1 – June 30, 2017	May 1 – June 30, 2017	Via the INTERNET (AUB-sis)
Drop and Add Period		August 31 - September 8, 2017		Via the INTERNET (AUB-sis)
Last date for withdrawal		November 24, 2017		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 fully sponsored by foundations and institutions, or Graduate Assistants and PhD students should pay their remaining miscellaneous fees to finalize their registration before the deadline.
  - **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.

Thursday, August 22, 2017



## Schedule and time slots for Online Course Registration & Drop/Add - Fall Semester 2017-2018

<b>Online Course Registration - Phases I, II for the Fall Semester 2017-2018 - Current Students</b>		
<b>Category</b>	<b>Day</b>	<b>Time</b>
<b>A</b>	Wednesday, April 19 - Wednesday August 9, 2017	08:00 - 23:00
	Monday, August 28 - Wednesday, August 30, 2017	08:00 - 23:00
<b>A1</b>	Wednesday, April 19 - Wednesday August 9, 2017	12:00 - 23:00
	Monday, August 28 - Wednesday, August 30, 2017	08:00 - 23:00
<b>B</b>	Thursday, April 20 - Wednesday August 9, 2017	08:00 - 23:00
	Monday, August 28 - Wednesday, August 30, 2017	08:00 - 23:00
<b>B1</b>	Thursday, April 20 - Wednesday August 9, 2017	12:00 - 23:00
	Monday, August 28 - Wednesday, August 30, 2017	08:00 - 23:00

<b>Drop/Add for the Fall Semester 2017-2018 - All Students</b>		
<b>Category</b>	<b>Day</b>	<b>Time</b>
<b>A</b>	Thursday, August 31 - Friday, September 8, 2017	08:00 - 23:00
<b>A1</b>	Thursday, August 31 - Friday, September 8, 2017	08:00 - 23:00
<b>B</b>	Thursday, August 31 - Friday, September 8, 2017	08:00 - 23:00
<b>B1</b>	Thursday, August 31 - Friday, September 8, 2017	08:00 - 23:00



## Categories for Online Course Registration and Drop/Add for all Currently Registered Students Fall Semester 2017-2018

*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 Code	Class Description
<b>A</b>	<b>Agricultural &amp; Food Sciences</b>	<b>A4</b>	Agriculture IV
		<b>B3</b>	Agri-Business III
		<b>A3</b>	Agriculture III
		<b>L4</b>	Landscape IV
		<b>L3</b>	Landscape III
		<b>T4</b>	Nutrition & Dietetics IV
		<b>T3</b>	Nutrition & Dietetics III
		<b>F3</b>	Food Sc.& Management III
	<b>Arts &amp; Sciences</b>	<b>SR</b>	Senior
	<b>Engineering &amp; Architecture</b>	<b>R5</b>	Architecture 12,13,14
		<b>R4</b>	Architecture 9,10,11
		<b>R3</b>	Architecture 6,7,8
		<b>E4</b>	Engineering 9,10,11
		<b>E3</b>	Engineering 6,7,8
		<b>G4</b>	Graphic Design 9,10,11
<b>G3</b>		Graphic Design 6,7,8	
<b>Health Sciences</b>	<b>P3</b>	Public Health III	
<b>School of Business</b>	<b>SR</b>	Senior	
<b>School of Nursing</b>	<b>N4</b>	Nursing IV	
<b>A1</b>	<b>Agricultural &amp; Food Sciences</b>	<b>A2</b>	Agriculture II
		<b>B2</b>	Agri-Business II
		<b>L2</b>	Landscape II
		<b>T2</b>	Nutrition & Dietetics II
		<b>F2</b>	Food Sc.& Management II
	<b>Arts &amp; Sciences</b>	<b>JR</b>	Junior
	<b>Engineering &amp; Architecture</b>	<b>R2</b>	Architecture 3,4,5
		<b>G2</b>	Graphic Design 3,4,5
		<b>E2</b>	Engineering 3,4,5
	<b>Health Sciences</b>	<b>P2</b>	Public Health II
	<b>School of Business</b>	<b>JR</b>	Junior
<b>School of Nursing</b>	<b>N3</b>	Nursing III	

<b>B</b>	<b>Agricultural &amp; Food Sciences</b>	<b>A1</b>	Agriculture I
		<b>B1</b>	Agri-Business I
		<b>L1</b>	Landscape I
		<b>T1</b>	Nutrition & Dietetics I
		<b>F1</b>	Food Sc.& Management I
	<b>Arts &amp; Sciences</b>	<b>SO</b>	Sophomore
	<b>Engineering &amp; Architecture</b>	<b>R1</b>	Architecture 1,2
		<b>E1</b>	Engineering 1,2
		<b>G1</b>	Graphic Design 1,2
	<b>Health Sciences</b>	<b>P1</b>	Public Health I
<b>School of Business</b>	<b>SO</b>	Sophomore	
<b>School of Nursing</b>	<b>N2</b>	Nursing II	
<b>B1</b>	<b>Arts &amp; Sciences</b>	<b>FR</b>	Freshman
		<b>SP</b>	Special, Teaching Diploma
	<b>All Faculties</b>	<b>SP</b>	Visiting, Special not working for a degree
		<b>PH</b>	PhD.
		<b>PG</b>	Prospective Students
		<b>GR</b>	Graduate
		<b>IE</b>	Intensive English