



Registration Guide for the Spring Semester 2024-2025

Classes begin on Thursday, January 16, 2025

	Currently Registered Students	All New, Old Returning, and Cross Registering Students	Place
Deadline for payment of confirmation fee for new students		January 8, 2025	Online / University Cashier's Office, College Hall / Bank Transfer
First semester student experience and Orientation Program		January 13 - 14, 2025	Office of Student Affairs, West Hall/Online
Advising	November 11 - 15, 2024	January 14 - 15, 2025	Department Concerned.
Online Course Registration via AUBsis	November 19 – December 6, 2024	January 15, 2025	Via AUBsis, check the back of this sheet for the schedule.
Drop and Add Period	January 17 - 29, 2025		Via AUBsis, check the back of this sheet for the schedule.
Payment of Fees ⁽¹⁾ Statements of Fees can be obtained online via AUBsis ⁽²⁾	January 3 – February 5, 2025	January 16 – February 5, 2025	BLOM, BankMed, Audi, Byblos
Deferred payment	December 3, 2024 - January 17, 2025	January 7 - 17, 2025	Comptroller's Office - Students' Accounts Section, College Hall, access the application .
Payment of fees with late charge	February 6 - 13, 2025		BLOM, BankMed, Audi, Byblos
Registration formalities for staff and staff dependents	December 2, 2024 – January 24, 2025		Benefits Coordinator Office, College Hall/Comptroller's Office - Students' Accounts Section, College Hall
Health Insurance Plan Waivers	January 13 – February 14, 2025		Benefits Office, College Hall/Online through AUBsis
NSSF declarations	February 14, 2025		Office of the Registrar
Students who are sponsored by foundations, and Graduate Assistants ⁽³⁾	January 27 2025		Benefits Coordinator Office, College Hall/Comptroller's Office - Students' Accounts Section, College Hall
Registration for student housing (dorms)	November 1- 15, 2024 (inclusive)		Via AUBsis / steps needed to be followed on Student Housing Website/ Student Affairs Office
Last date for withdrawal	April 10, 2025		Via AUBsis / Department Concerned / Office of the Registrar, check the back of this sheet for the schedule

- (1) New students are strongly advised to secure an AUB ID card immediately after payment of fees.
 - (2) 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.
- **Once you have completed your registration including payment of fees, no further changes in your schedule will be allowed until the Drop and Add Period.**
 - Students wishing to add courses during the Drop and Add Period should report to the Students' Accounts Section, Comptroller's Office, College Hall, as soon as their courses are registered to pay any additional fees that they may owe the University as a result of the adjustments that they made to their schedules.
 - **Failure to pay the additional fees within a period of fourteen days beginning with the last day of the Drop and Add 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.**



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 (Suliman S. Olayan School of Business)
- FAFS Computer Center
- FEA Labs 1, 2, 3, 5, and 6
- Van Dyck Computer Labs.
- Jafet Library
- Via the Internet.

Orienatation, Advising, and Online Course Registration Schedule for all New, Old Returning and Cross Registering Students

Category	Date	Time
All New Students	January 14 - 15, 2025	TBA

Note: Prepare your schedule with your academic/registration advisor before your registration time.



**Schedule and time slots for Online Course Registration
&
Drop and Add - Spring Semester 2024-2025**

Online Course Registration for the Spring Semester 2024-2025- Current Students	
Category	Day/Time
G1	Daily excluding weekends and holidays: Tuesday November 19, 2024 – Friday, December 6, 2024 From: 09:00 a.m. – 10:50 a.m. each day
G2	Daily excluding weekends and holidays: Tuesday November 19, 2024 – Friday, December 6, 2024 From: 11:00 a.m. – 12:50 p.m. each day
G3	Daily excluding weekends and holidays: Tuesday November 19, 2024 – Friday, December 6, 2024 From: 01:00 p.m. – 02:50 p.m. each day
G3	Daily excluding weekends and holidays: Tuesday November 19, 2024 – Friday, December 6, 2024 From: 03:00 p.m. – 04:50 p.m. each day

Drop and Add for the Spring Semester 2024-2025 - All Students	
Category	Day/Time
G1	Daily excluding weekends and holidays: Friday January 17, 2025 – Friday, January 29, 2025 From: 09:00 a.m. – 10:50 a.m. each day
G2	Daily excluding weekends and holidays: Friday January 17, 2025 – Friday, January 29, 2025 From: 11:00 a.m. – 12:50 p.m. each day
G3	Daily excluding weekends and holidays: Friday January 17, 2025 – Friday, January 29, 2025 From: 01:00 p.m. – 02:50 p.m. each day
G4	Daily excluding weekends and holidays: Friday January 17, 2025 – Friday, January 29, 2025 From: 03:00 p.m. – 04:50 p.m. each day



Categories for Online Course Registration and Drop and Add for all Currently Registered Students - Spring Semester 2024-2025

- Regular undergraduate students in faculties: Agricultural and Food Sciences (FAFS), Arts and Sciences (FAS), Health Sciences (FHS), Suliman S. Olayan School of Business (OSB), and Rafic Hariri School of Nursing (HSoN) who are short by a maximum of 3 credits to be promoted to their higher/upper class/group may register with their higher/upper class.
- Regular undergraduate students in Maroun Semaan Faculty of Engineering and Architecture (MSFEA) may register with their assigned class/group.
- Graduate and PhD students may register with their assigned class/group.
- Special Students (i.e., Prospective to Graduate, Diploma, Certificate, Visiting, Exchange, and Not Working for a Degree) may register with their assigned class/group.

Please locate 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 Add and Drop time slots.

Category	Faculty	Class Code	Class Description
G1	Agricultural and Food Sciences (FAFS)	A4	Agriculture IV
		B3	Agri-Business III
		A3	Agriculture III
		L4	Landscape IV
		L3	Landscape III
		T4	Nutrition & Dietetics IV
		T3	Nutrition & Dietetics III
		F3	Food Sc.& Management III
	Arts and Sciences (FAS)	SR	Senior
	Maroun Semaan Faculty of Engineering and Architecture (MSFEA)	R5	Architecture 12,13,14
		R4	Architecture 9,10,11
		R3	Architecture 6,7,8
		E4	Engineering 9,10,11
		E3	Engineering 6,7,8
		G4	Graphic Design 9,10,11
		G3	Graphic Design 6,7,8
	Health Sciences (FHS)	P3	Public Health III
	Suliman S. Olayan School of Business (OSB)	SR	Senior



	Rafic Hariri School of Nursing (HSoN)	N4	Nursing IV
G2	Agricultural and Food Sciences (FAFS)	A2	Agriculture II
		B2	Agri-Business II
		L2	Landscape II
		T2	Nutrition & Dietetics II
		F2	Food Sc.& Management II
	Arts and Sciences (FAS)	JR	Junior
	Maroun Semaan Faculty of Engineering and Architecture (MSFEA)	R2	Architecture 3,4,5
		G2	Graphic Design 3,4,5
		E2	Engineering 3,4,5
	Health Sciences (FHS)	P2	Public Health II
G3	Suliman S. Olayan School of Business (OSB)	JR	Junior
	Rafic Hariri School of Nursing (HSoN)	N3	Nursing III
	Agricultural and Food Sciences (FAFS)	A1	Agriculture I
		B1	Agri-Business I
		L1	Landscape I
		T1	Nutrition & Dietetics I
		F1	Food Sc.& Management I
	Arts and Sciences (FAS)	SO	Sophomore
	Maroun Semaan Faculty of Engineering and Architecture (MSFEA)	R1	Architecture 1,2
		E1	Engineering 1,2
		G1	Graphic Design 1,2
	Health Sciences (FHS)	P1	Public Health I
G4	Suliman S. Olayan School of Business (OSB)	SO	Sophomore
	Rafic Hariri School of Nursing (HSoN)	N2	Nursing II
	Arts and Sciences (FAS)	FR	Freshman
		SP	Special, Teaching Diploma
	All Faculties	SP	Visiting, Special not working for a degree
		PH	PhD
		PG	Prospective Students
		GR	Graduate

Updates highlighted yellow