AMERICAN UNIVERSITY OF BEIRUT

AUB STUDENT NEXUS USER GUIDE

American University of Beirut

TABLE OF CONTENTS

Contents

Table of Contents 2
1. Overview 3
2. Accessing the System 3
3. Portal tabs 4
3.1 Home page 5
3.2 Academic Services 6
3.2.1 Open Moodle 7
3.2.2 Registration Self-Service 7
3.2.3 My Classes 7
3.2.4 My Class Schedule 7
3.2.5 Student Profile 7
3.2.5 Browse Classes 7
3.2.6 Browse Course Catalogue 12
3.2.7 My Grades 13
3.2.8 Apply to Graduate 14
3.2.9 ICE Survey 14
3.2.10 Student Holds Information 14
3.2.11 Grade Point Average 15
3.2.12 Program Transfer Request 15
3.3 Campus Services 16
3.3.1 Student Helpful Links 16
3.3.2 HIP Exemption 16
3.3.3 Certificate Requests and Petitions 17
3.4 Financial Assistance 17
3.4.1 Financial Assistance 17
3.4.2 Quick Aid Links 17
3.5 Financial Services 17
3.5.1 Financial Details 17
3.5.2 Web Statement of Fees 17
3.6 My Account 18
3.7 Personal Information 19
3.8 Student Affairs 19

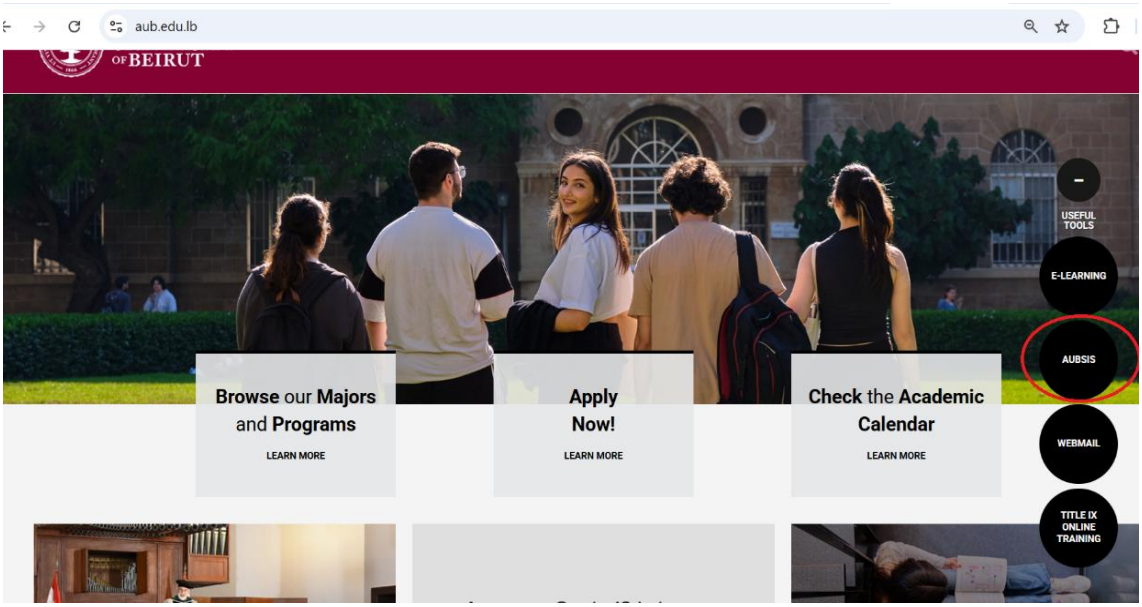
1. OVERVIEW

This guide provides students with step-by-step instructions for AUB Nexus Portal. The portal is the main entry point to all student academic services.

2. ACCESSING THE SYSTEM

Follow these steps to access the Ellucian Experience:

1. Go to AUB website -> Useful tools -> AUBSIS
2. Log in to the AUB Nexus (Ellucian Experience portal) using your university credentials.



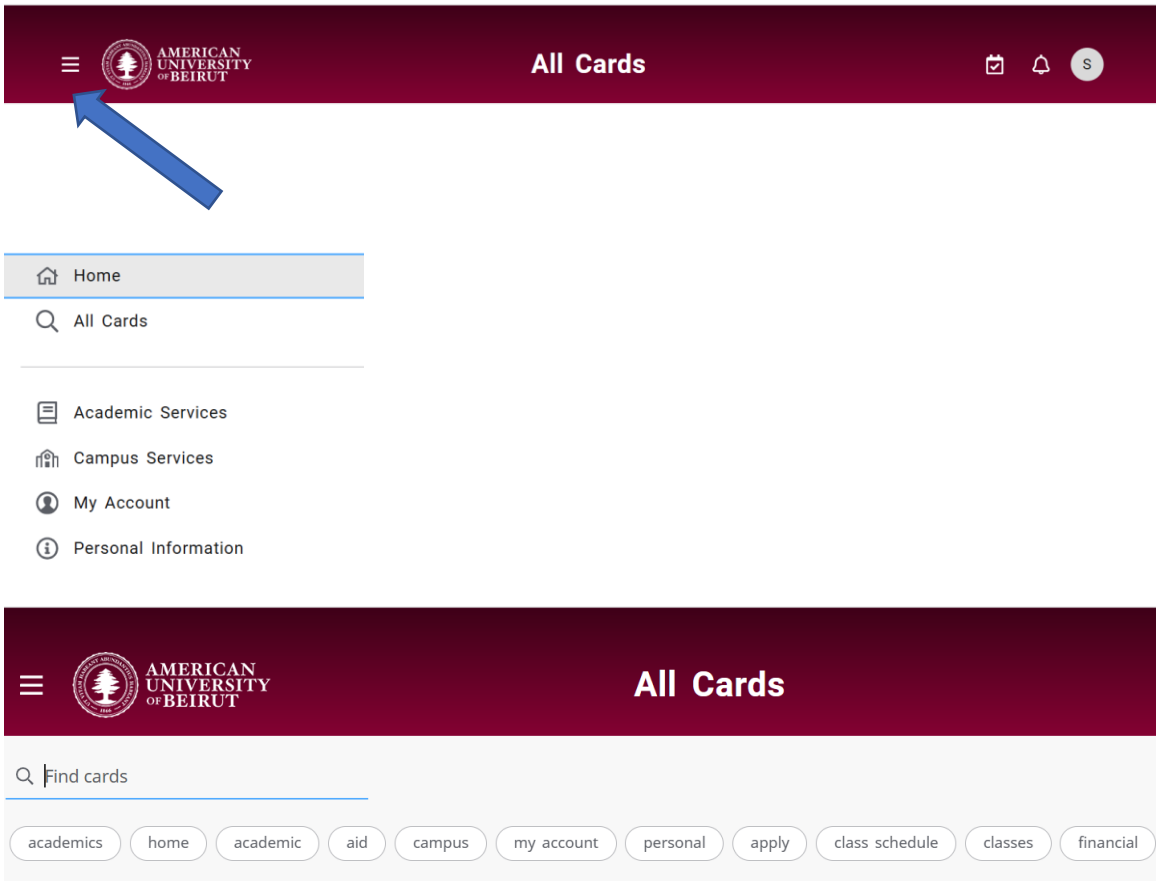
3. PORTAL TABS

The portal is divided into 8 tabs:

- **Home Page**
  Main entry page. Contains the pinned favorites cards.
- **Academic Services**
  Cards related to academic services
- **Campus Services**
  Cards related to campus services
- **Financial Assistance**
- **Financial Services**
  Cards related to financial account and payments
- **My Account**
  Launchpad to account services
- **Personal Information**
  Edit and view personal Info
- **Student Affairs**

Review and Select Cards Categories

To switch between Home View, All Cards, and Search for a specific card.

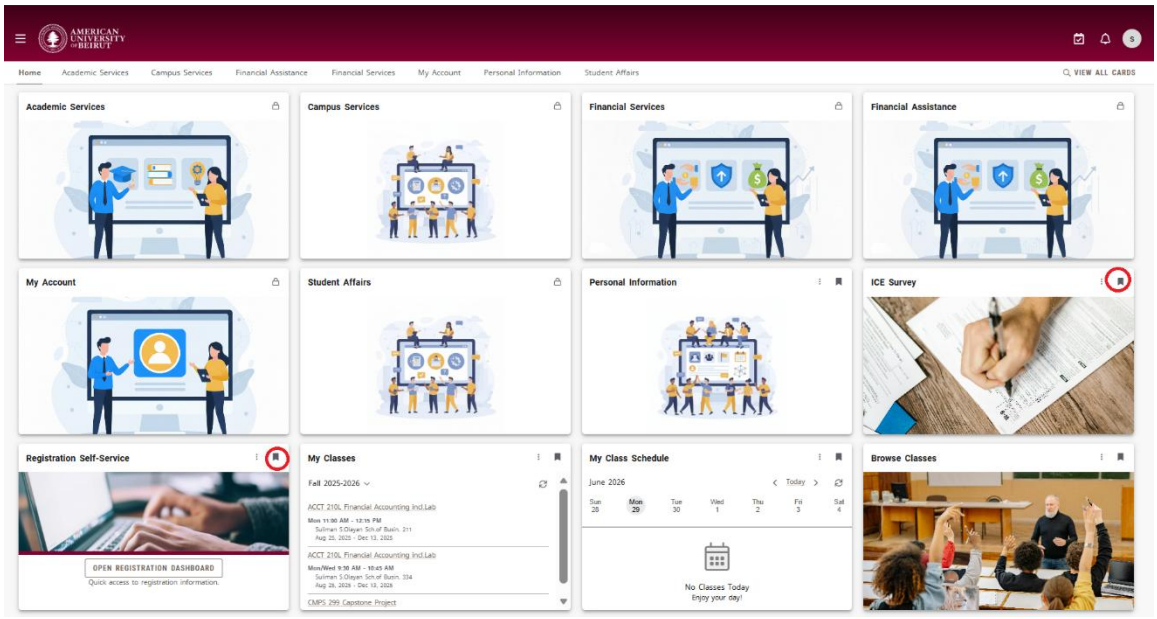


3.1 Home page

Contains all the pinned cards. Allows the user to add frequently used cards to the home section.

To add a card to this page, go to the actual page (e.g. Academic Service) and click on pin button at the top-right corner.

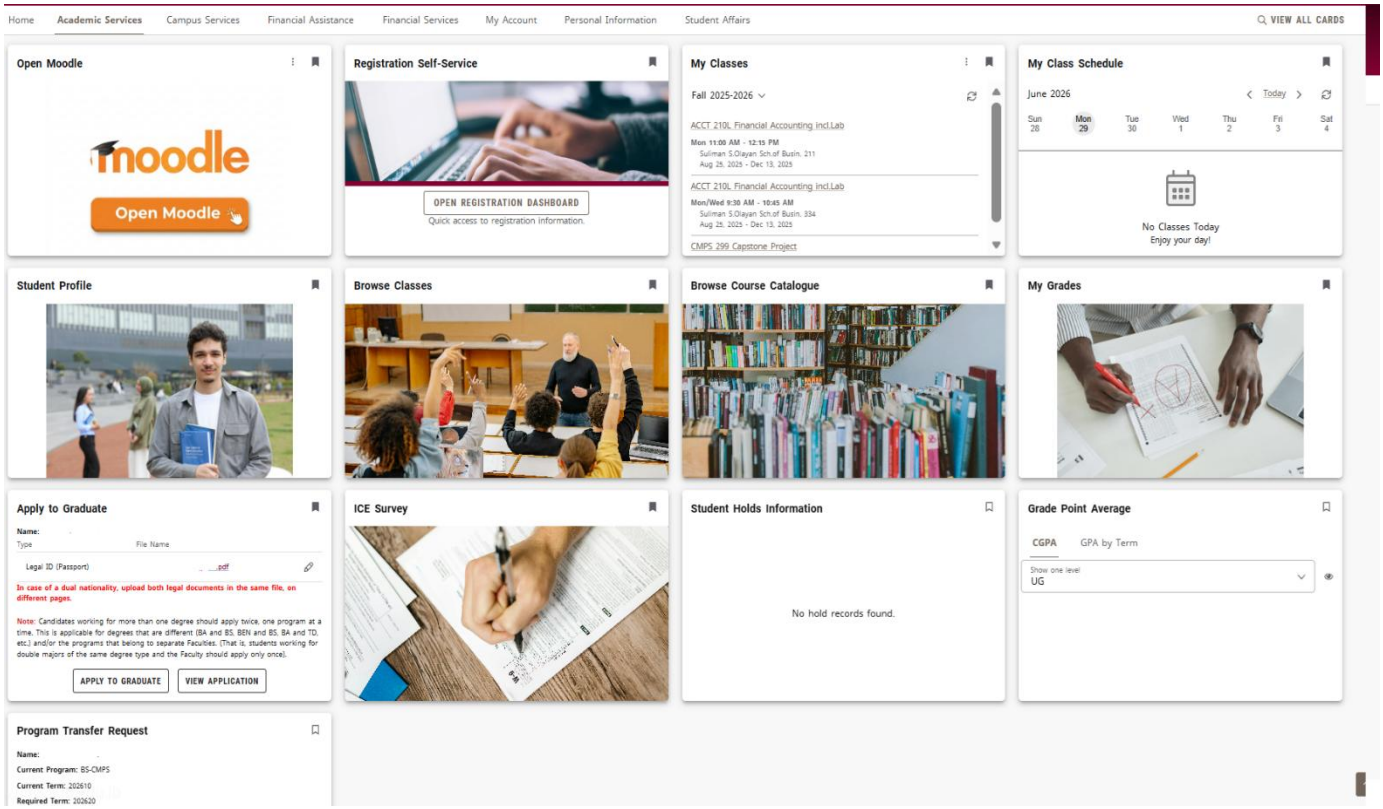
To remove a card from this page, unpin the card (from Home page).



3.2 Academic Services

Contains the cards related to academic info.

- Moodle link
- Registration Self-Service link
- My Classes and My Class Schedule
- Student Profile
- Browse Classes
- Browse Course Catalogue
- My Grades
- Apply to Graduate
- ICE Survey link
- Student Holds Information
- Grade Point Average
- Program Transfer Request



3.2.1 Open Moodle

External link to Moodle services.

3.2.2 Registration Self-Service

Opens Banner registration self-service module.

Click here to check course registration demo.

3.2.3 My Classes

Shows the list of registered classes for the selected term.

3.2.4 My Class Schedule

Shows the student schedule in calendar format for a particular date.

3.2.5 Student Profile

Opens student profile that stores all academic details for a student.

Use student profile to check:

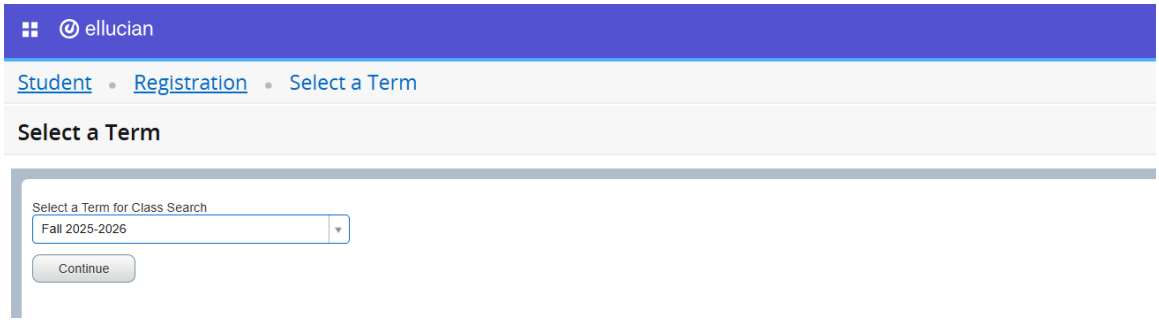
- Academic details
- Curriculum and Courses
- Grades
- Web transcript
- Degree evaluation

Click here to view Student Profile User Guide.

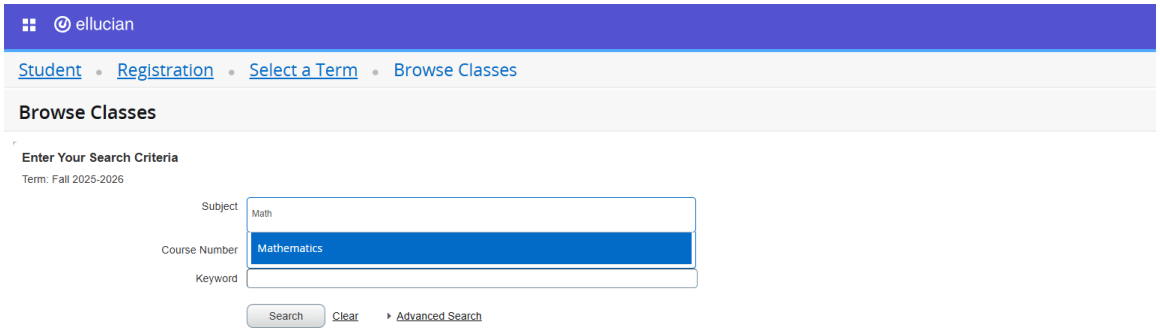
3.2.5 Browse Classes

To browse offered sections for a particular term

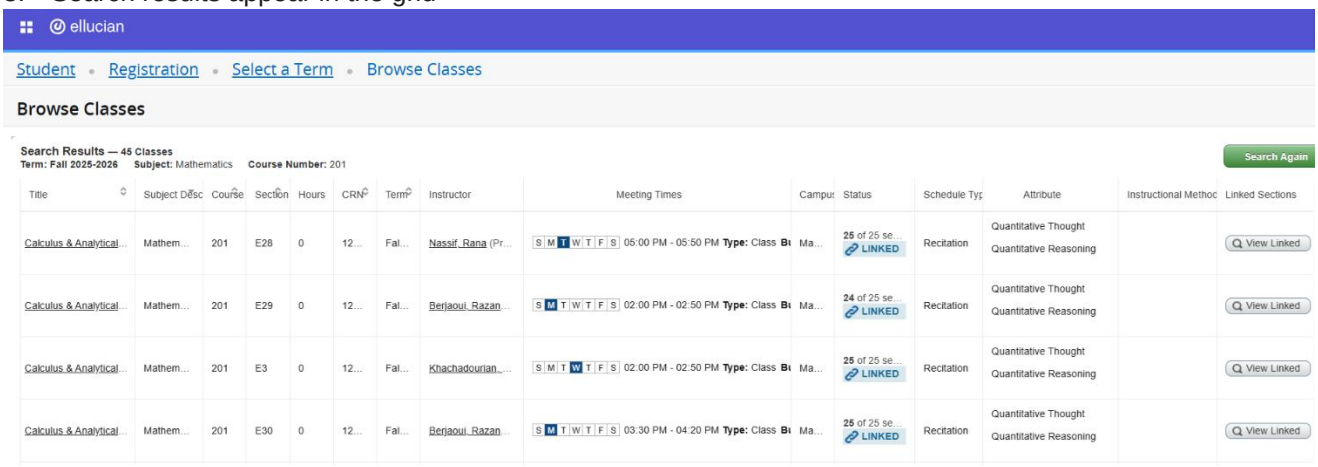
1. Select term code



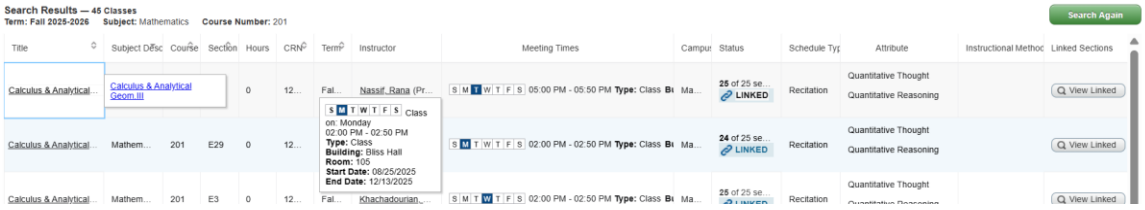
2. Enter Search Criteria



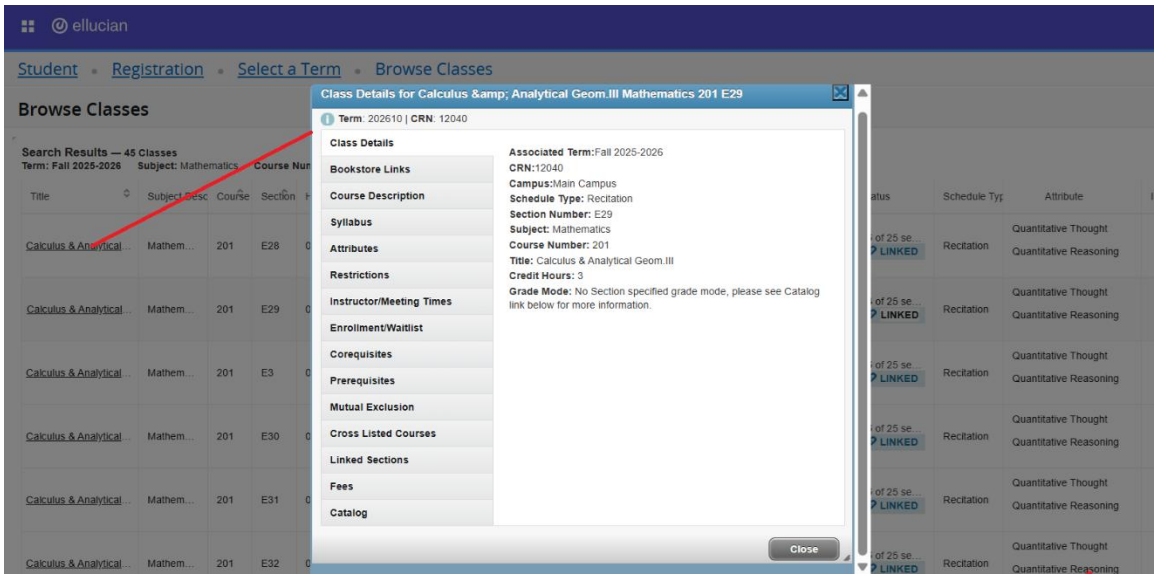
3. Search results appear in the grid



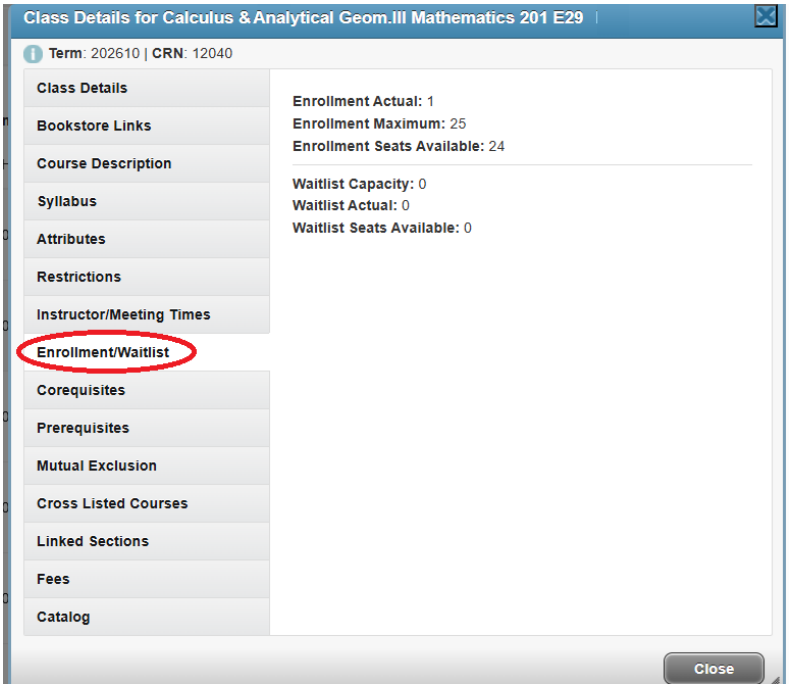
4. Location/meeting time details can be expanded by hovering over the field



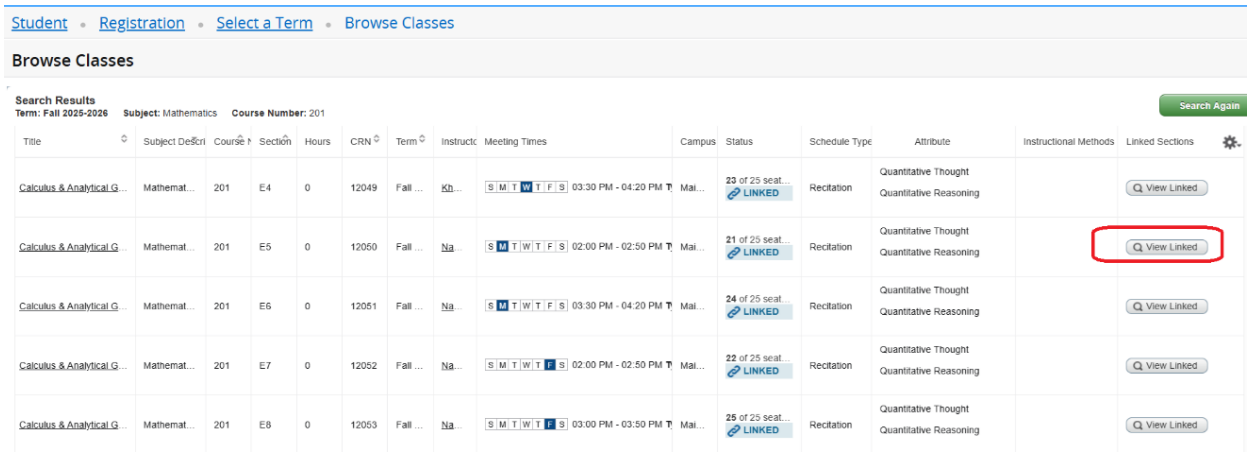
5. Additional class details appear by clicking on the title

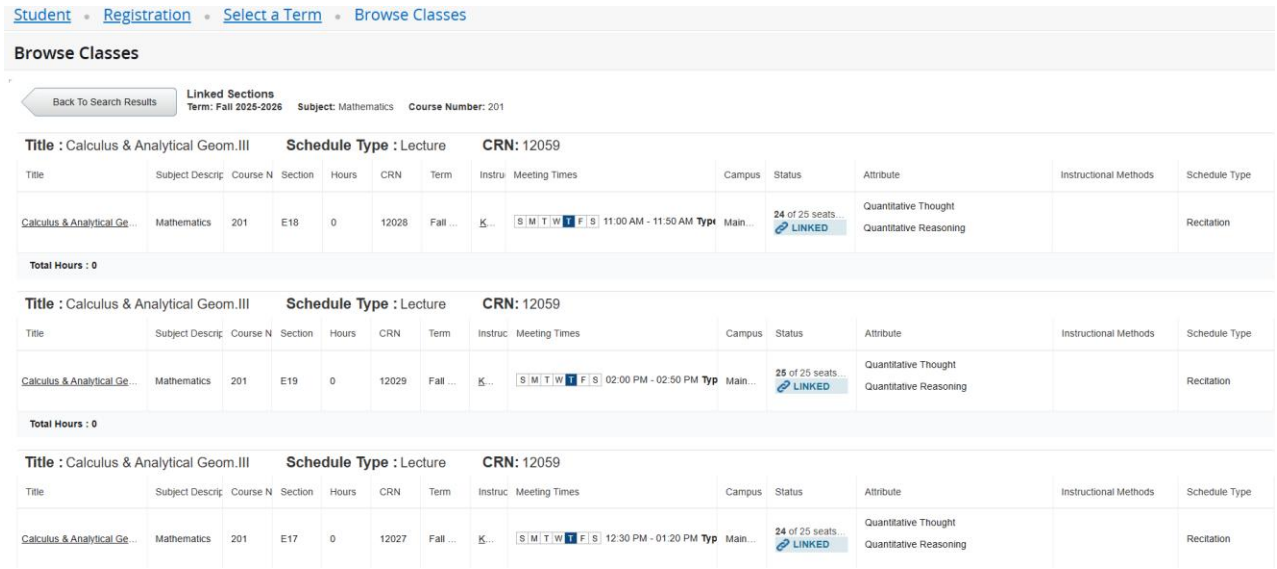


6. Detailed capacity/enrollment numbers can be retrieved from the details popup

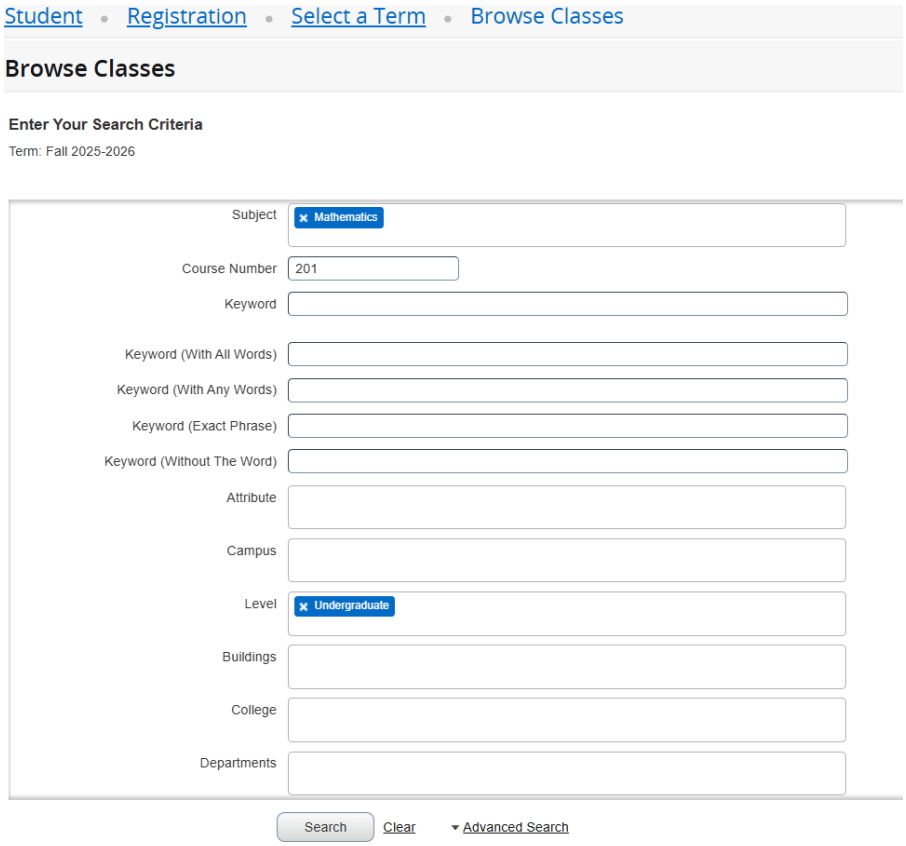


7. Linked sections can be retrieved by clicking on View Linked button.

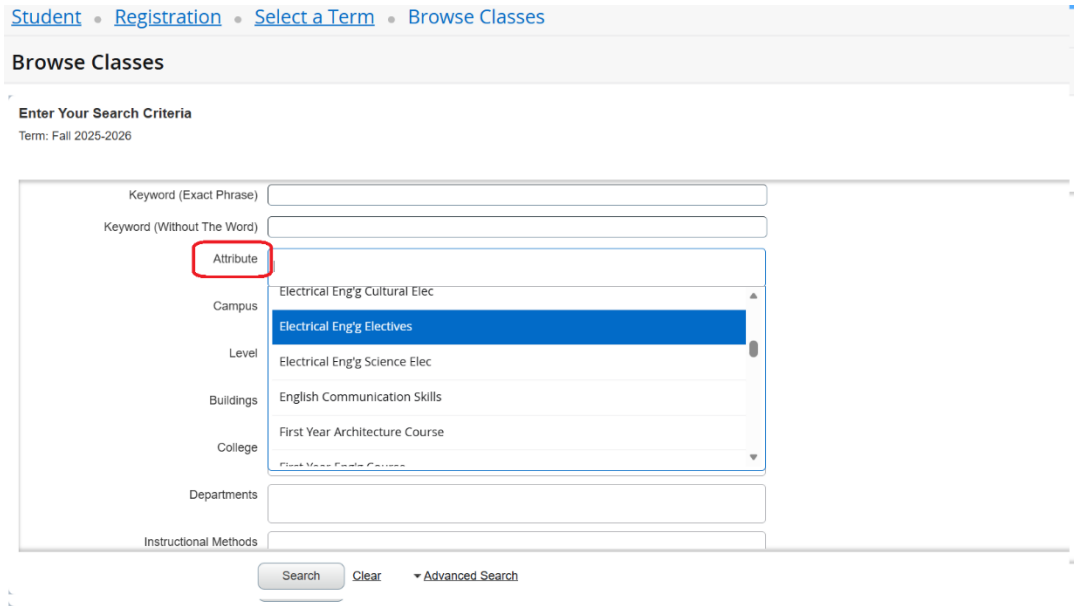




8. Advanced search offers additional search criteria



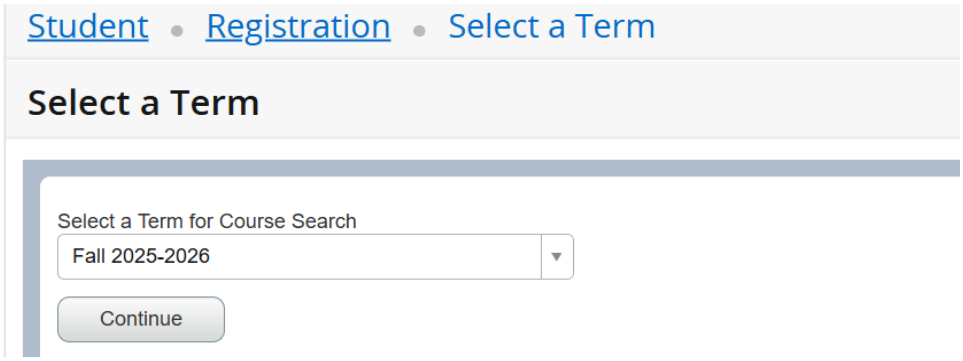
9. To search for General Education courses, go to Advanced Search, enter the attribute, and click Search.



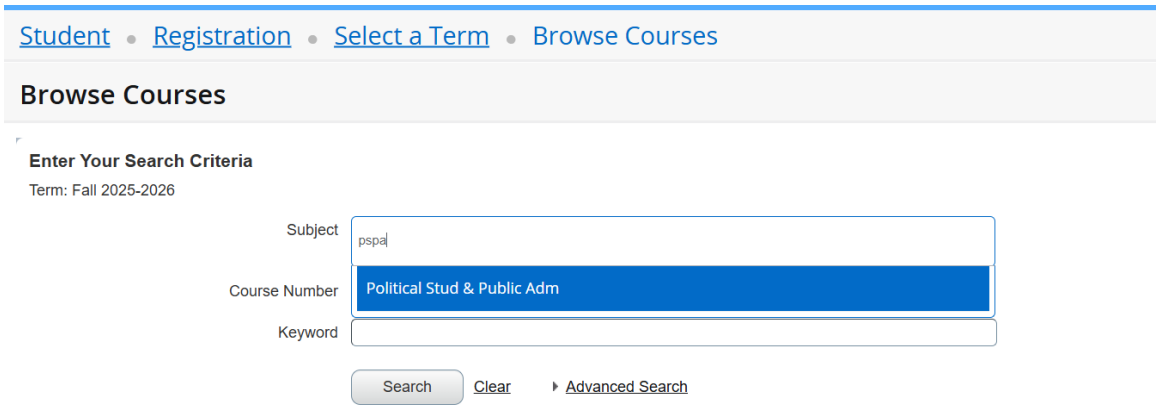
3.2.6 Browse Course Catalogue

To browse catalogue details for a course

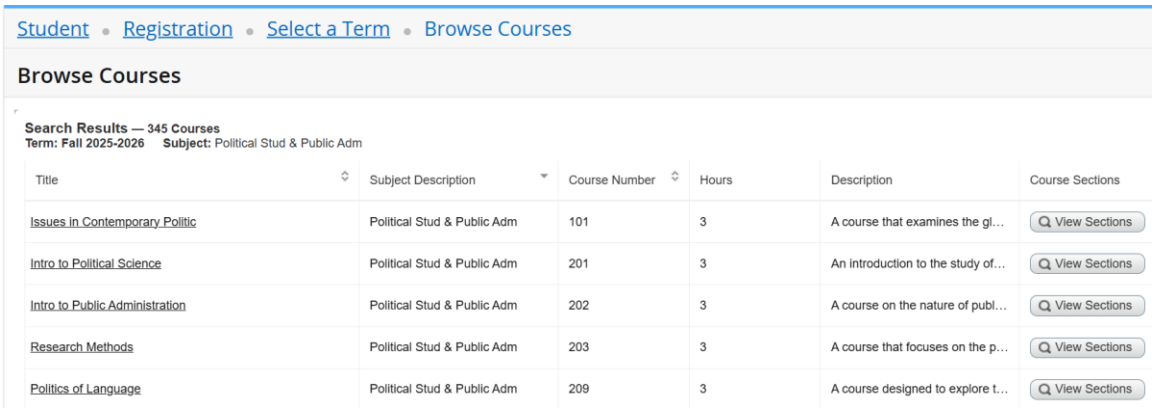
1. Select term code



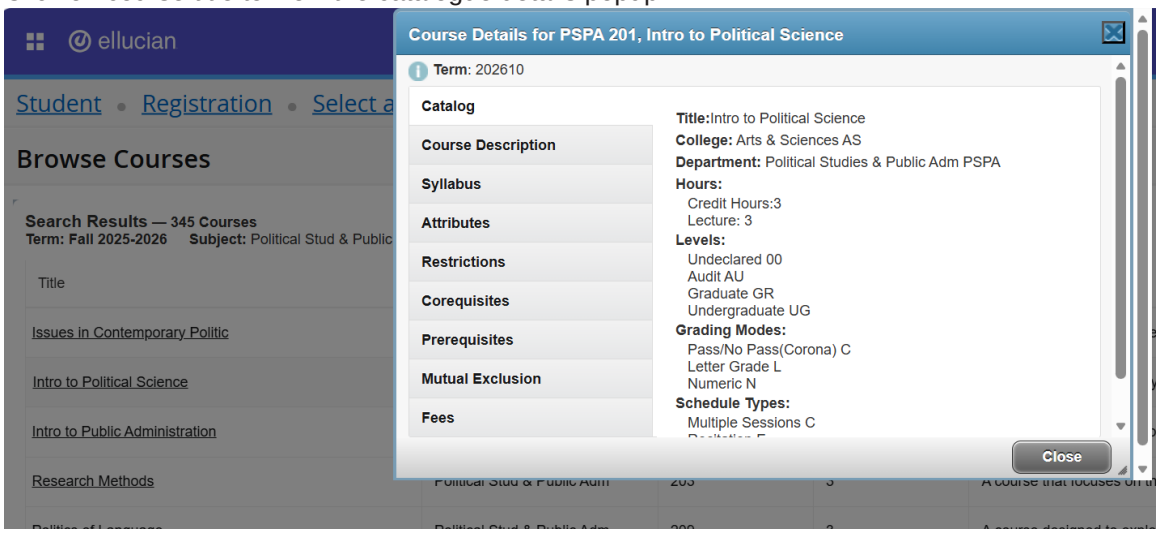
2. Enter Search Criteria



3. Search results appear in the grid

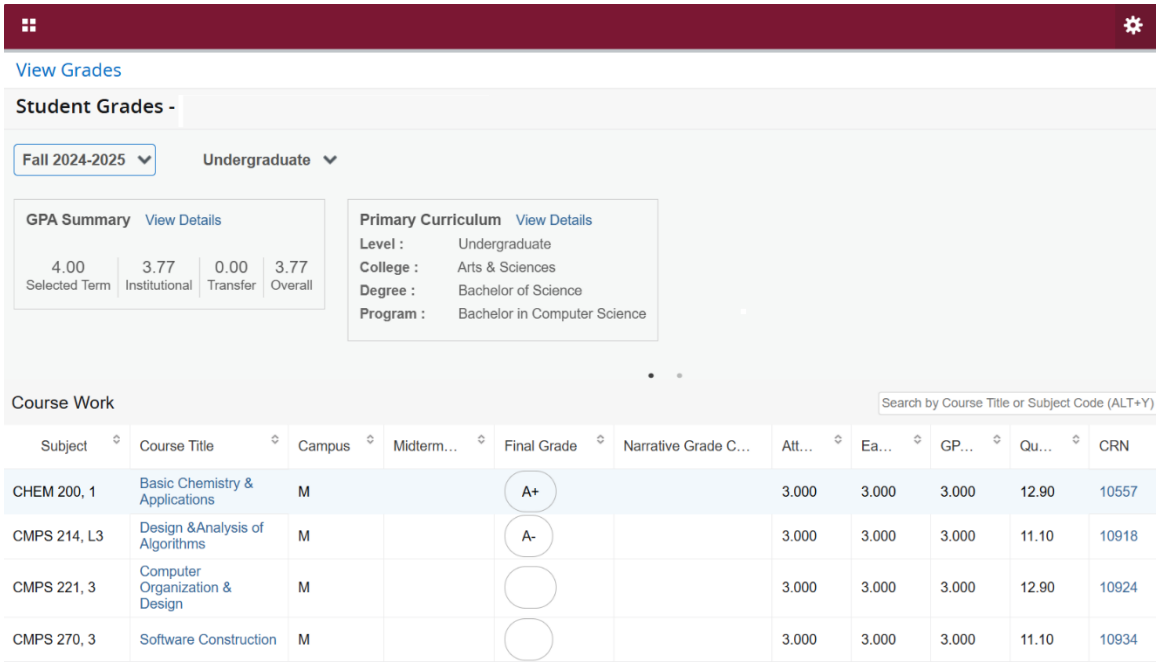


4. Click on course title to view the catalogue details popup



3.2.7 My Grades

Opens the list of grades for a particular term



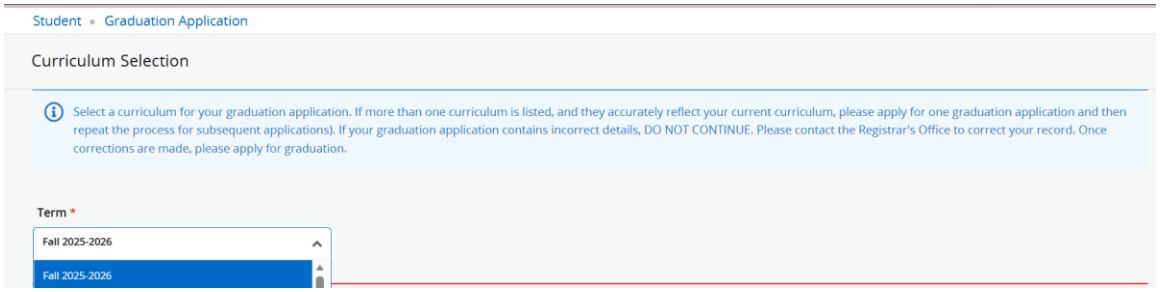
3.2.8 Apply to Graduate

Students eligible to graduate need to submit a graduation application.

Steps to apply:

1. Upload legal document

2. Fill out graduation application for the appropriate term

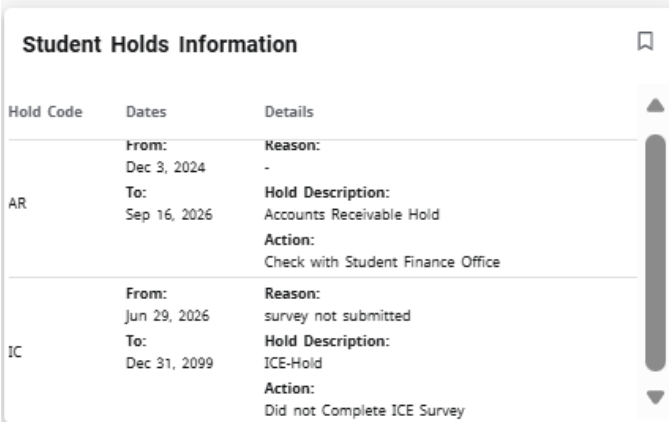


3.2.9 ICE Survey

Opens ICE Survey application

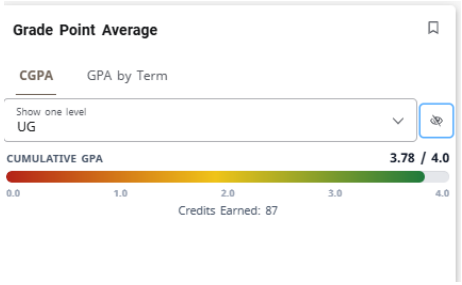
3.2.10 Student Holds Information

Lists all active holds for the student along with details and corrective action



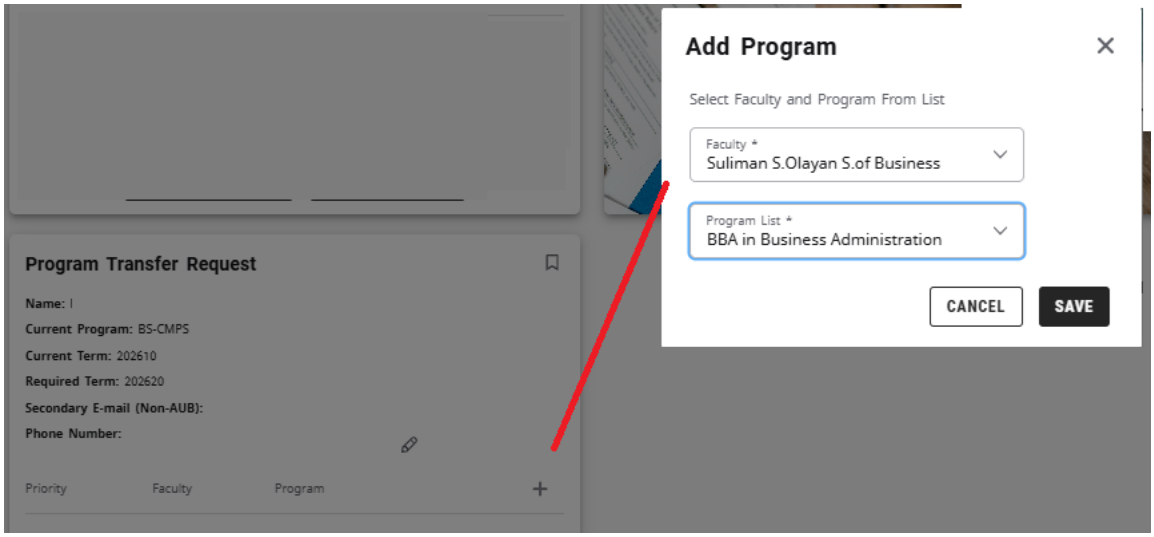
3.2.11 Grade Point Average

Displays GPA and earned credits summary. Hidden by default (need to click on the eye to appear).



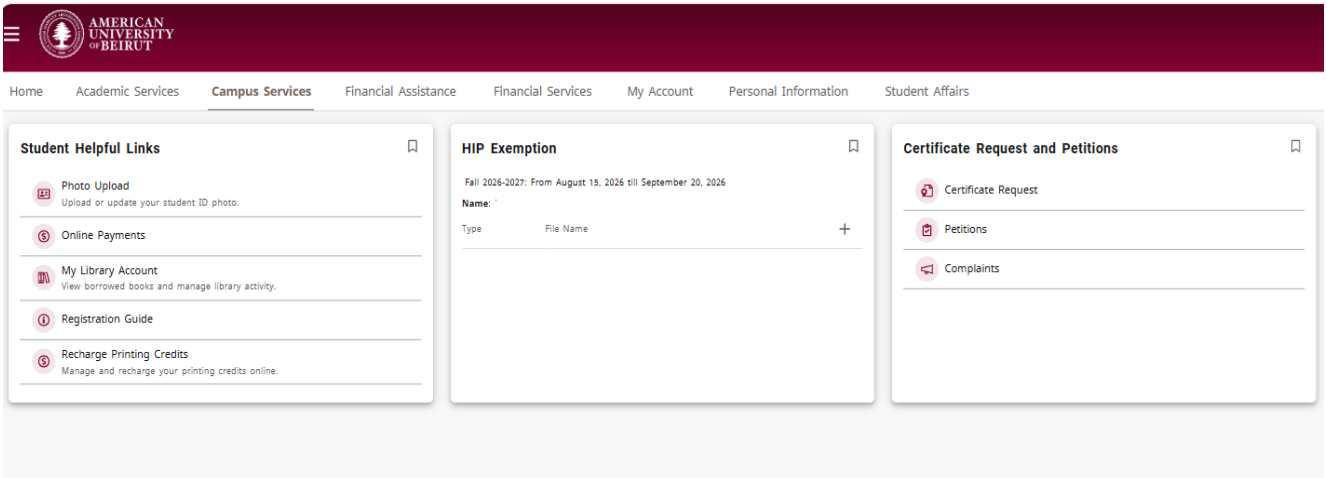
3.2.12 Program Transfer Request

To submit a transfer request, add the new program and save. Students can add more than one option.



3.3 Campus Services

Contains the following services:

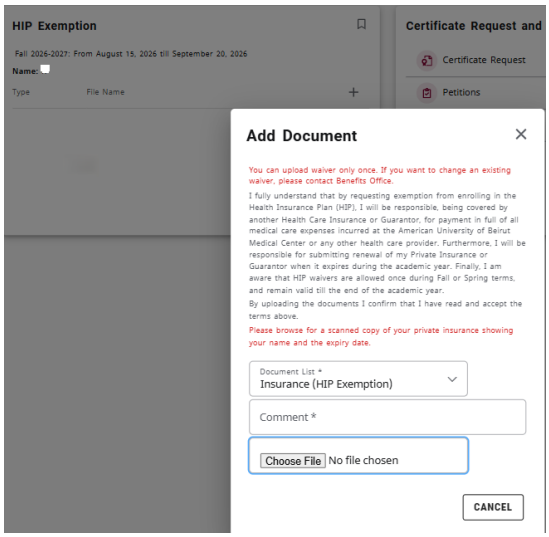


3.3.1 Student Helpful Links

Miscellaneous student links

3.3.2 HIP Exemption

Allows students to submit HIP Exemption application by uploading insurance documents.

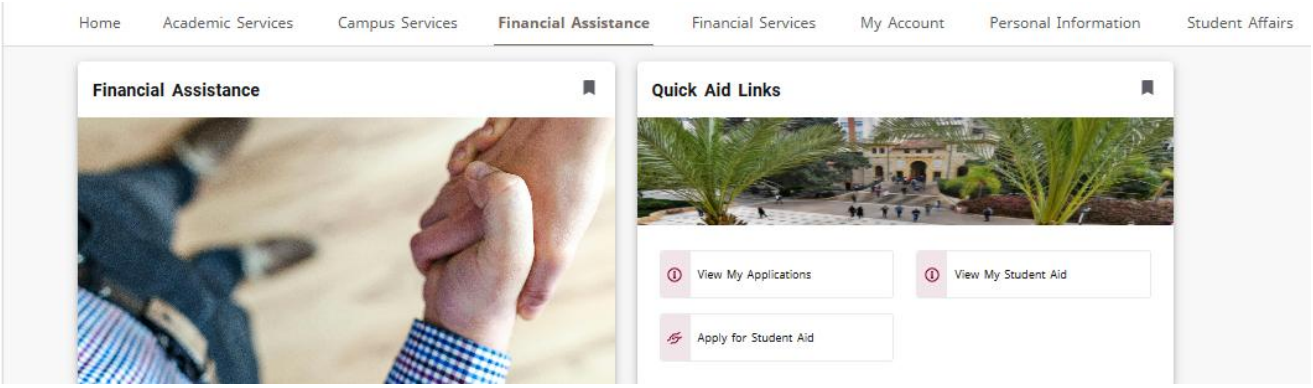


3.3.3 Certificate Requests and Petitions

Allows students to submit Transcript/Enrollment requests and Petitions.

3.4 Financial Assistance

Contains links to financial assistance services



3.4.1 Financial Assistance

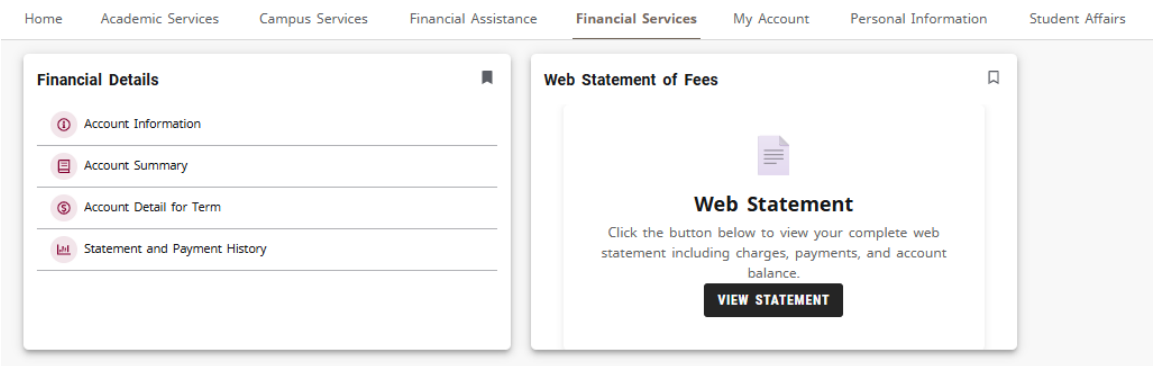
Info about financial assistance

3.4.2 Quick Aid Links

Can be used to apply for student aid and view student aid history.

3.5 Financial Services

Student financial information



3.5.1 Financial Details

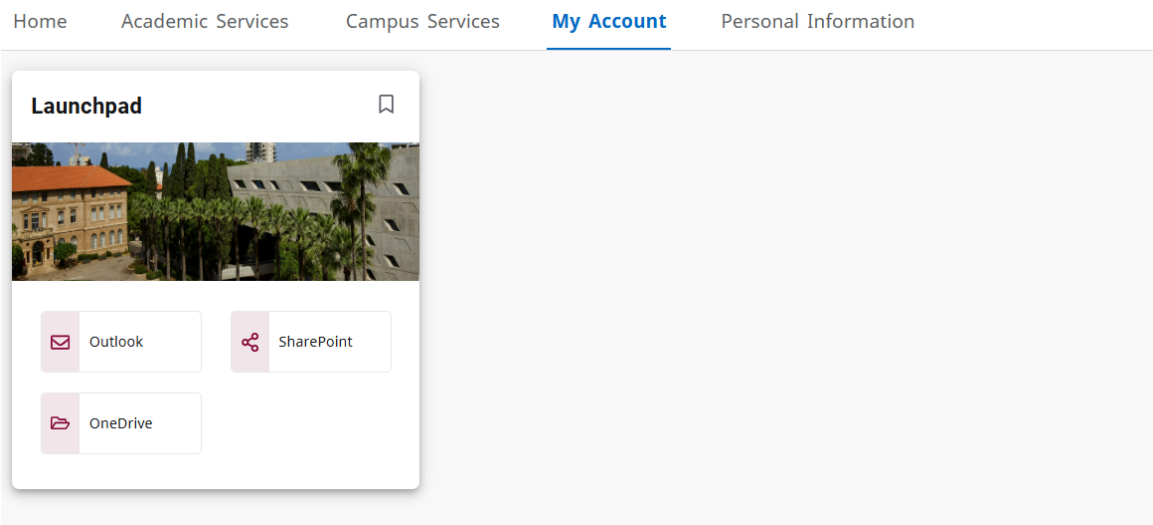
Account information, account summary and details, and payment history.

3.5.2 Web Statement of Fees

Opens statement of fees to view and/or print

3.6 My Account

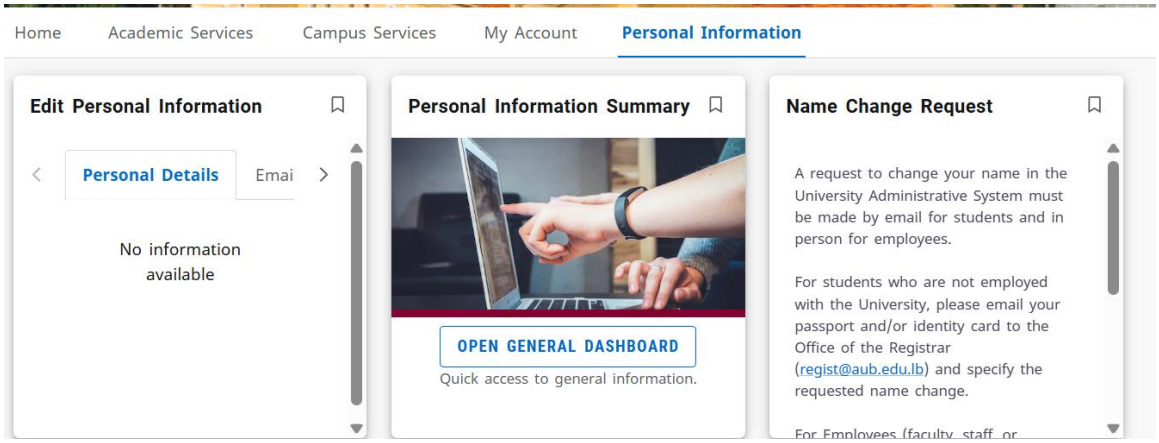
Launchpad to Outlook, Sharepoint, OneDrive



3.7 Personal Information

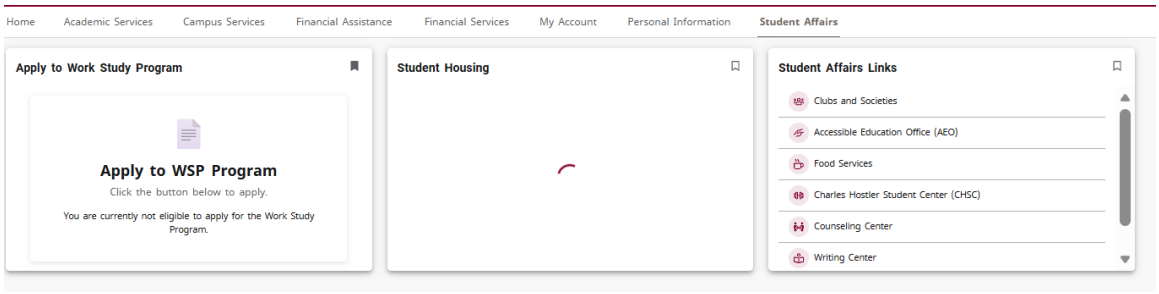
Allows the user to view/edit

- Personal Details
- Email
- Addresses
- Phones
- Emergency Contacts



3.8 Student Affairs

Allows students to apply to:

- Work Study Program
- Student Housing

Provides additional links related to student life.