

To better prepare for the start of the program, we would like you to take note of the below steps:

### [AUBnet Account and AUB Email activation](#)

1. Follow the steps through this link: [Activate the AUBnet account](#)
2. Fill in all the fields (except the barcode field) and follow the password requirements.
3. Your AUBnet account will be displayed on screen.

\*Save your **AUBnet** and password, wait two hours and access your AUB email.

In case you experience any technical problems while activating your **AUBnet**, please contact us on [it.helpdesk@aub.edu.lb](mailto:it.helpdesk@aub.edu.lb)

### [AUBsis Account Activation and Student Portal](#)

AUB student information system (**AUBsis**) is the official system for course management and registration. It allows you to search course catalogs to plan for your registration, check your registration status and advisor, add or drop classes, view holds, display grades, view transcripts as well as generate your web statement of fees. It also allows you to review and update some personal information and answering Instructor Course Evaluation surveys.

To activate your **AUBsis**:

1. Go to the AUB website, expand the Useful Tools button and choose **AUBsis** or directly use the **AUBsis** link: <https://www.aub.edu.lb/Pages/AUBSIS.aspx>.
2. Click on "Student Profile" button.
3. Enter your **AUBnet** username and password to login. If your AUB email is [abc123@mail.aub.edu](mailto:abc123@mail.aub.edu), then your username will be abc123 and your password will be your AUB email password.

\*In case you experience any technical problems while activating your AUBsis account or difficulty accessing the student portal, please contact us on [it.helpdesk@aub.edu.lb](mailto:it.helpdesk@aub.edu.lb)

### [Learning Management System](#)

Moodle is a course management system used to check course material, homework assignments, exams... It will be accessible in at least 24 hours after AUBNET/AUBSIS account Activation. All your registered courses will be added automatically under Moodle after DROP/ADD period.

To access Moodle:

1. Go to the AUB website, expand the Useful Tools button and choose **E-Learning** or directly use the Moodle link: <https://lms.aub.edu.lb/>.
2. Login using your **AUBnet** credentials (NB: Make sure to put @mail.aub.edu when you enter your username).
3. Once logged in, you will land on your OEM welcome page. You can access your courses from the **My courses** drop down menu.

### [Academic Advisor](#)

Academic advising is central and plays a significant role in the process of educating students for success. As soon as you enroll in the program, you will be assigned an advisor who will work with you to ensure you meet your goals. You need to email your advisor for an alternate pin for registration.

## [AUB petition](#)

The Online Petition and Forms System is a web application that automates the process of submitting petitions and forms. Active students can submit their petition forms online and track their progress. Decision makers can view corresponding submitted forms and record their decision electronically and forward them to the registrar or other parties.

For more information concerning the type of petitions kindly visit this link <https://www.aub.edu.lb/fas/Pages/FAQ-opfs.aspx> .

### Checklist table for important deadlines

Process	Description	Due date
Access to AUB net account	Create AUB account and email	Immediately
Spring advising	Discuss your course schedule with your Academic Advisor	January 16, 2024 to January 17, 2024
Course registration	Access system to register courses for the first term	January 17, 2024 to January 19, 2024
Spring Semester	Classes begin	January 18, 2024
Drop/Add period	Final changes to schedule	January 19, 2024 to January 26, 2024
Payment dates	<a href="#">University Calendar dates</a>	January 18, 2024 to February 02, 2024

For a more detailed Academic Calendar: [Link](#)

We are confident that you have the qualifications and abilities to succeed in this rigorous program. We are excited that you are joining our vibrant community of talented and diverse group of professionals. Once again, welcome to AUB-OEM!