

Frequently Asked Questions During Registration

Q1: If I missed my registration time slot or the entire registration period what should I do?

A1: *Speak with the FEA Student Services Officer, Alia Kazma Serhal. Her office is located in the main FEA Dean's Office.*

Q2: Who is my advisor?

A2: *You can find the name of your advisor by logging onto SIS.*

Q3: My advisor is not present; to whom should I go for advice?

A3: *First read through the FAQ list to see if you can find an answer to your question. If you do not find an answer to your question go to the chairperson of your department. S/he will answer your question or tell you who to see.*

An advisor's office hours sometimes do not coincide with a student's registration time. All faculty members have their office hours posted outside their door.

Q4: Can I change my advisor?

A4: *(If you are in ECE you may change your advisor with the permission of your current advisor and the new advisor. You must complete the appropriate form in the ECE office.)*

Q5: How can I get my alternate PIN?

A5: *Your advisor has your alternate PIN number.*

Q6: My advisor does not have my alternate PIN, who can give me this information?

A6: *Speak with the FEA Student Services Officer, Alia Kazma Serha. Her office is located in the main FEA office.*

Q7: How do I use the alternate pin?

A7: *After you log on to SIS you will be asked to give your PIN.*

Q8: How do I find out the English level I am placed in?

A8: *If you are a new student check with the Admissions Office to find which English class you must take. If you are a continuing student the English department should be able to answer your question.*

Q9: I took ENGL 204 do I need to take ENGL 206?

A9: *If you took ENGL 204 before joining the FEA you do not need to take ENGL 206. If ENGL 204 was counted toward your freshman requirements a substitute English course should be taken.*

Q10: I was placed in English 204 do I take it or 206 instead?

A10: *If you are in engineering or the architecture program you should take ENGL 206. If you are a graphic design major you should take ENGL 204.*

Q11: How do I find out when an Arabic placement test will be given, and where can I find the results after I take the test?

A11: *This information is available in the Department of Arabic and Near Eastern Languages located in College Hall on the 4th floor. Check the website of the Arabic Department: <http://staff.aub.edu.lb/~webarab/apt.htm>*

Q12: What Arabic course should I take?

A12: *The course that you are placed in is dependant upon the results of your Arabic placement test. Those students who are exempt from taking Arabic must take an elective course in the humanities.*

Q13: Should I follow the required course list exactly? Which courses have prerequisites? Which courses can I delay taking?

A13: *You do not have to strictly follow the course list; however there are sequences of courses with prerequisites in all the programs. Check the AUB undergraduate catalogue or the course syllabus for the specific prerequisites. If there are no prerequisites for a course you may postpone taking it; it is advisable to check with your advisor.*

Q14: What are the humanities courses or the social sciences course I am permitted to take?

A14: *First check the FEA section of the most recent catalogue for a complete list of the acceptable electives. <http://www.aub.edu.lb> if you still have questions see your advisor.*

Q15: May I take my humanity electives in business or engineering management?

A15: *Business and engineering management courses are **not** considered humanity courses.*

Q16: How do I register for a minor in engineering management?

A16: *First check the EM minor program requirements in the catalogue. Then you must complete an Engineering Management Course Plan form which is available in the FEA Dean's Office. The form requires the signature of the program coordinator.*

Q17: How do I apply for a minor in bio-medical engineering?

A17: *Check the AUB Undergraduate Catalogue for the requirements then complete the form on the ECE home page. Dr Nassir Sabah who is the coordinator of the program in the ECE department must grant permission.*

Q18: Can I take a graduate course as an elective?

A18: *Undergraduate students may take graduate courses as electives if the class has not reached capacity. However, some programs limit the number of electives a student may take outside the department.*

Q19: What are the ethics courses?

A19: *Check the FEA section of the most current catalogue.*

Q20: Where can I find the list of science electives?

A20: *Check the departmental section for your major in the most recent catalogue for a complete list of the approved science electives.*

Q21: What should I do when I can not register in my core course?

A21: *Contact your department.*

Q22: I am a fourth year student, I cannot register in a course that is required what should I do? I need the course.

A22: *Contact the Student Services Officer for difficulties registering in courses outside the FEA.*

Q23: If while trying to register for a course I get a prerequisite or a test score error, what should I do?

A23: *First go to the secretary of your department, and if s/he is not able to solve the problem go to the Student Services Officer. The Student Services Officer can help resolve problems with courses offered outside the FEA.*

Q24: Should I go to the Registrar to have restrictions removed?

A24: *No, you should go to the department offering the course.*

Q25: Why are there restrictions on courses for majors?

A25: *Registration restrictions are put on some courses to give priority to students who need the course to complete the requirements in their major.*

Q26: If the capacity in an FEA class needs to be increased in order for me to register, what should I do?

A26: *You should first talk to the department concerned; you will need the instructor's permission. If the problem persists you should contact the Student Services Officer.*

Q27: Why must I ask permission from a chair or coordinator to open capacity if there is space?

A27: *Some courses have restrictions placed on them to insure that students who require the course for their major will be able to register.*

Q28: If the capacity of a course outside the FEA must be increased in order for me to register, what should I do?

A28: *You should see the Student Services Officer who will assist you by contacting the appropriate department.*

Q29: Can capacity in lab class be opened if I bring my own laptop?

A29: *No, the space in a lab class is strictly limited.*

Q30: Can I switch sections if the section is open?

A30: *Yes, you may switch sections but it can be done only during the drop and add period.*

Q31: Why can't my department open capacity in other Faculties?

A31: *Each Faculty has control over the courses that they offer. It is difficult to predict the number of sections that will be required especially for first year courses. Opening a new section requires assigning instructors and rooms; this is done within the Faculty.*

Q32: Do I have to wait until drop and add day to change my registration?

A32: *To make changes in your registration you must wait until the drop and add period. The system is used for many functions (grades, fees etc.) and for logistical reasons caused by load on the system you must wait.*

Q33: What is the course load that I am required or permitted to take during the summer?

A33: *Nine credits is the standard course load during the summer term. If you are doing a summer internship and wish to register for an additional course you must submit a petition to the FEA Academic Committee. The course can only be taken if it is scheduled after or before regular work hours.*

Q34: How do I request an overload?

A34: *If the overload will involve 19 or less credits it can be approved at the departmental level. If the overload will result in more than 19 credits a petition must be filed with the FEA Academic Committee. The committee's approval will depend upon your GPA and if any of the courses are being repeated.*

Normally first year students are not granted overload permission. Students may petition the FEA Academic Committee for overload permission. (The ECE will not approve an overload for a student in their first year.)

Q35: What is the minimum grade that I need to clear probation?

A35: *The minimum grade required to remove probation is dependant upon your previous grades.*

Probation is removed when a student attains a semester average of 69 or more in the third or fourth regular semester, or a semester average of 70 or more in any subsequent regular semester.

"Probation should be removed within two regular semesters, excluding summer, after the student is placed on probation, or when the student completes his/her graduation requirements." (See: AUB Undergraduate Catalogue: Removal of Probation and Graduation Requirements)

Q36: How and when can I transfer out of, or into a department?

A36: *Usually you may transfer after completing two regular terms in a department. You must complete the change of major form on the FEA website (click on Student Resources and then Petitions and Forms).*

Q37: What is the minimum grade average needed to transfer?

A37: *All changes of major are subject to the approval of the department to which the change is requested. The average required depends on the department and the availability of space; check the catalogue for specific requirements.*

Q38: *If I am going to transfer from one major to another within the FEA what courses should I take so as not to waste a whole semester? What courses are required?*

A38: *Check the catalogue and see your advisor. The introduction to engineering courses (MECH 200, EECE 200, and CIVE 200) will be accepted by all the engineering departments for students who transfer.*

Q39: *Can I use the courses I take courses abroad as an exchange student as part of my graduation requirements?*

A39: *Yes, if the courses are pre-approved through a petition to the FEA Academic Committee.*

Q40: *What must I do concerning my summer training internship?*

A40: *Check with the FEA Career Center and remember you must register for the Approved Experience course in your major.*

Q41: *What is my class rank?*

A41: *The FEA does not provide any ranking beyond the honor list.*

Q42: *What forms do I need to complete before, during and after my internship?*

A42: *All engineering programs require:*

- 1- Proposal of Approved Experience form*
- 2- Notice of Arrival form*
- 3- Interim Training Report*
- 4- Letter from Employer*
- 5- Final Training Report*

For more information see your departmental undergraduate guide.

Q43: *How many students can be in an **FYP group**?*

A43: *Check with your department.*

Q44: *I am a fourth year student what courses do I need to graduate?*

A44: *Check with your advisor. There is a degree evaluation on SIS and on the WEB*

Q45: *What do I do to get a clearance for graduation?*

A45: *Go to the Registrar on line and click on Forms.*

Q46: *What forms should I complete before my **graduation**?*

A46: *You must complete the following forms:*

- Graduation Forms in the Registrar's Office,*
- Departmental Exit Survey,*
- Career Office Exit Survey,*
- FEA Dean's Office updated records form, and*

You must have passed the online Plagiarism Test.

Q47: How can I know that I have taken all my required courses and that I am eligible for graduation?

A47: Check with your advisor. There is a degree evaluation on SIS and on the WEB

Q48: What is my GPA? How do I translate this to the 4.0 scale?

A48: Your GPA is on your transcript. You can get a conversion table at the Registrar's Office.

Q49: How can I know my graduation GPA?

A49: You must wait until all your final grades are posted on the web. Your final average will be included on your transcript.

Q50: When I apply to graduate school, what courses are used to calculate my GPA?

A50: If you are applying to a graduate program at AUB the last two years of grades are considered. If you are applying elsewhere the entire transcript may be considered.