

# School of Engineering

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*Frequently Asked Questions*

# TOPICS

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- ACADEMIC CALENDAR
  - ADVISING
  - REGISTRATION
  - OVERRIDE (ADD BY FORCE)
  - PETITIONS
  - PROFESSIONAL EXPERIENCE
  - RESIDENCY REQUIREMENTS
  - SOE DEPARTMENTS
-

# ACADEMIC CALENDAR

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## What is it?

- The academic calendar is the schedule that keeps students reminded of Key Dates throughout the academic semester.

## Where to find it?

- Using this link <https://www.lau.edu.lb/calendar/>
  - Sent by email at the beginning of each new semester
-

# ACADEMIC CALENDAR

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## Important Timeline to follow

- 1<sup>st</sup> phase:

Advising

Registration

- 2<sup>nd</sup> Phase (*for students who missed the 1<sup>st</sup> phase*)

Late Advising

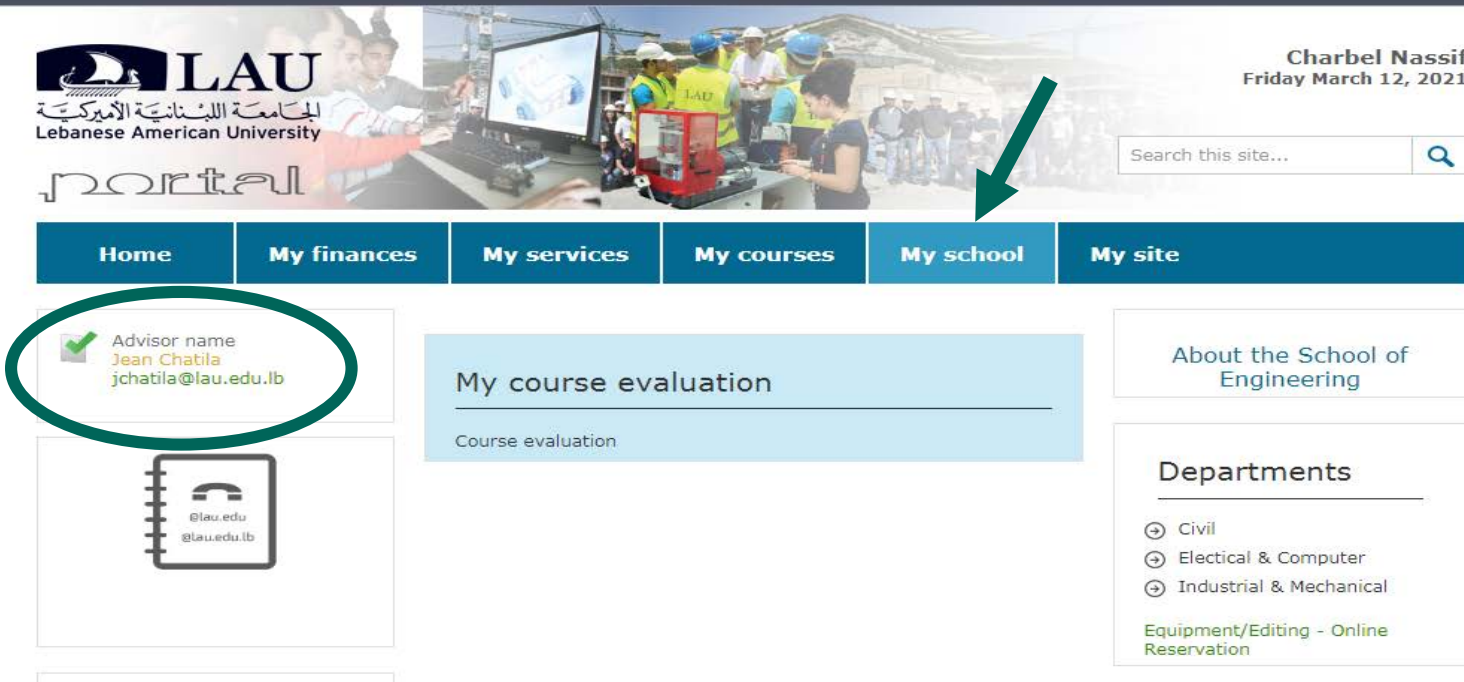
Late Registration (*late registrations fees apply*)

- Drop and Add - during the 1<sup>st</sup> week of the semester
  - Add by Force – during the last 2 days of the drop/add period
-

# ADVISING

## How to find your advisor

- Go to LAU Website, Click on Portal and Log in with your Credentials
- Click on My School, your Advisor Name will appear on the left



# ADVISING

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## How to find your advisor

### Important

**Your advisor might change from semester to another, therefore make sure to check your advisor's name at the beginning of every semester.**

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# ADVISING

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## Advising Steps

- Make sure to have the COURSE MAP and your DEGREE EVALUATION ready. *(steps will be discussed in the coming slides)*
- Advising dates can be found on the LAU academic calendar <https://www.lau.edu.lb/calendar/>.

# ADVISING

## Where to find your COURSE MAP

MEE  
Students

[https://soe.lau.edu.lb/files/MEE\\_courseMap-effectiveFall2022.pdf](https://soe.lau.edu.lb/files/MEE_courseMap-effectiveFall2022.pdf)

INE  
Students

[https://soe.lau.edu.lb/files/INE\\_courseMap-effectiveFall2022.pdf](https://soe.lau.edu.lb/files/INE_courseMap-effectiveFall2022.pdf)

CIE  
Students

[https://soe.lau.edu.lb/files/CIE\\_courseMap\\_Fall2023.pdf](https://soe.lau.edu.lb/files/CIE_courseMap_Fall2023.pdf)

CHE  
Students

[https://soe.lau.edu.lb/files/CHE\\_courseMap-effectiveFall2023-2.pdf](https://soe.lau.edu.lb/files/CHE_courseMap-effectiveFall2023-2.pdf)

PTE  
Students

[https://soe.lau.edu.lb/files/PTE\\_courseMap\\_Fall2023.pdf](https://soe.lau.edu.lb/files/PTE_courseMap_Fall2023.pdf)

COE  
Students

[https://soe.lau.edu.lb/files/COE\\_courseMap\\_effectiveFall2023\\_Jul23.pdf](https://soe.lau.edu.lb/files/COE_courseMap_effectiveFall2023_Jul23.pdf)

ELE  
Students

[https://soe.lau.edu.lb/files/ELE\\_courseMap\\_effectiveFall2023\\_Jul23.pdf](https://soe.lau.edu.lb/files/ELE_courseMap_effectiveFall2023_Jul23.pdf)

MCE  
Students

[https://soe.lau.edu.lb/files/MCE\\_courseMap\\_effectiveFall2023\\_jul23.pdf](https://soe.lau.edu.lb/files/MCE_courseMap_effectiveFall2023_jul23.pdf)



# ADVISING

## How to Read and Follow your course map:

- If course A and course B are pre-requisites, that means you can't take course B if you haven't successfully completed course A
- If courses A and B are co-requisites, you need to register both courses at the same time by entering both CRNs\* of both courses at the same time
- Some courses can be taken as Co-requisites and/or Pre-requisites; make sure in all cases to contact your advisor to avoid any misunderstanding before starting the registration

### \* What is a CRN?

- The CRN is the 5 digit number that appears next to the course number/title. For example:

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem				
<input checked="" type="checkbox"/>	22313	CIE	202	31	2	3.000	Mechanics of TR Materials		11:00 am-12:15 pm	60	51	9	0	0	0	0	0	0	Grace George Abou Jaoude (P)	01/18- 04/29	ONL ONL	

# ADVISING

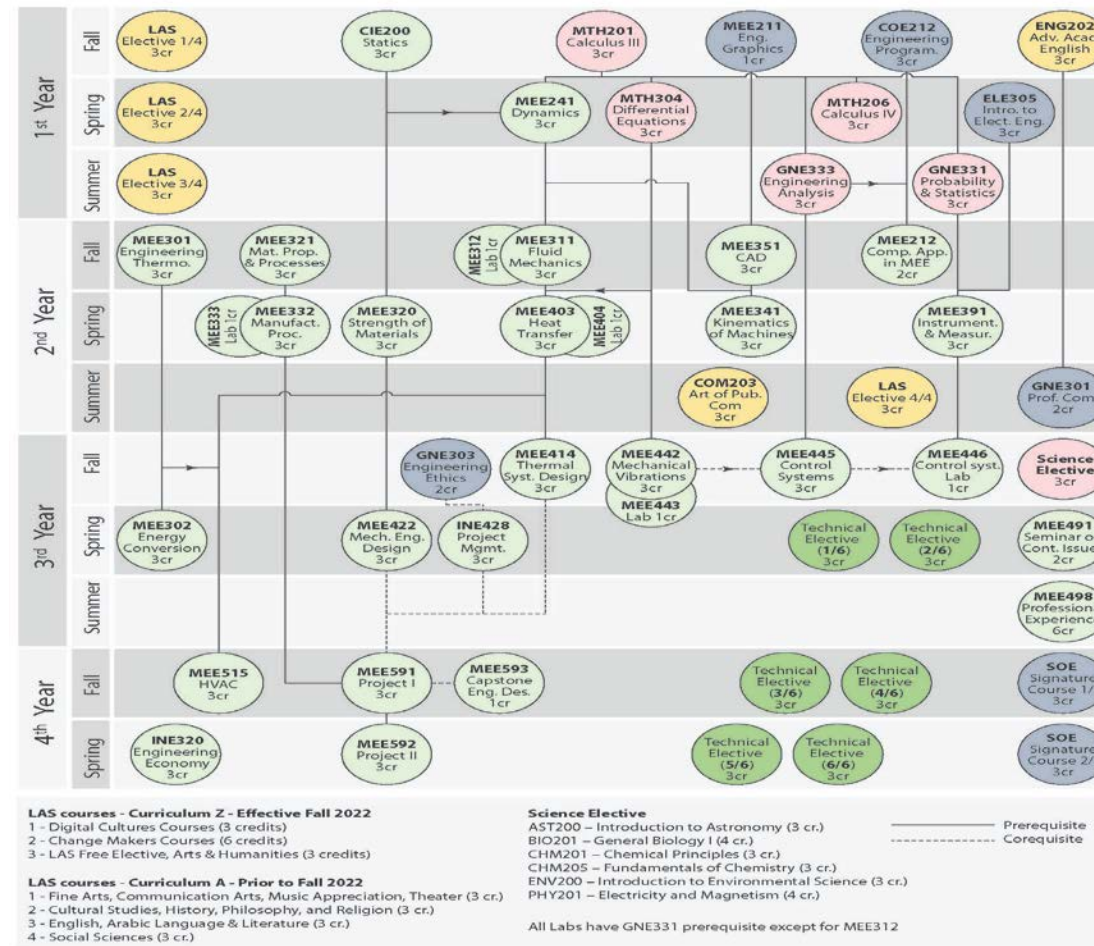
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Samples of Course Maps

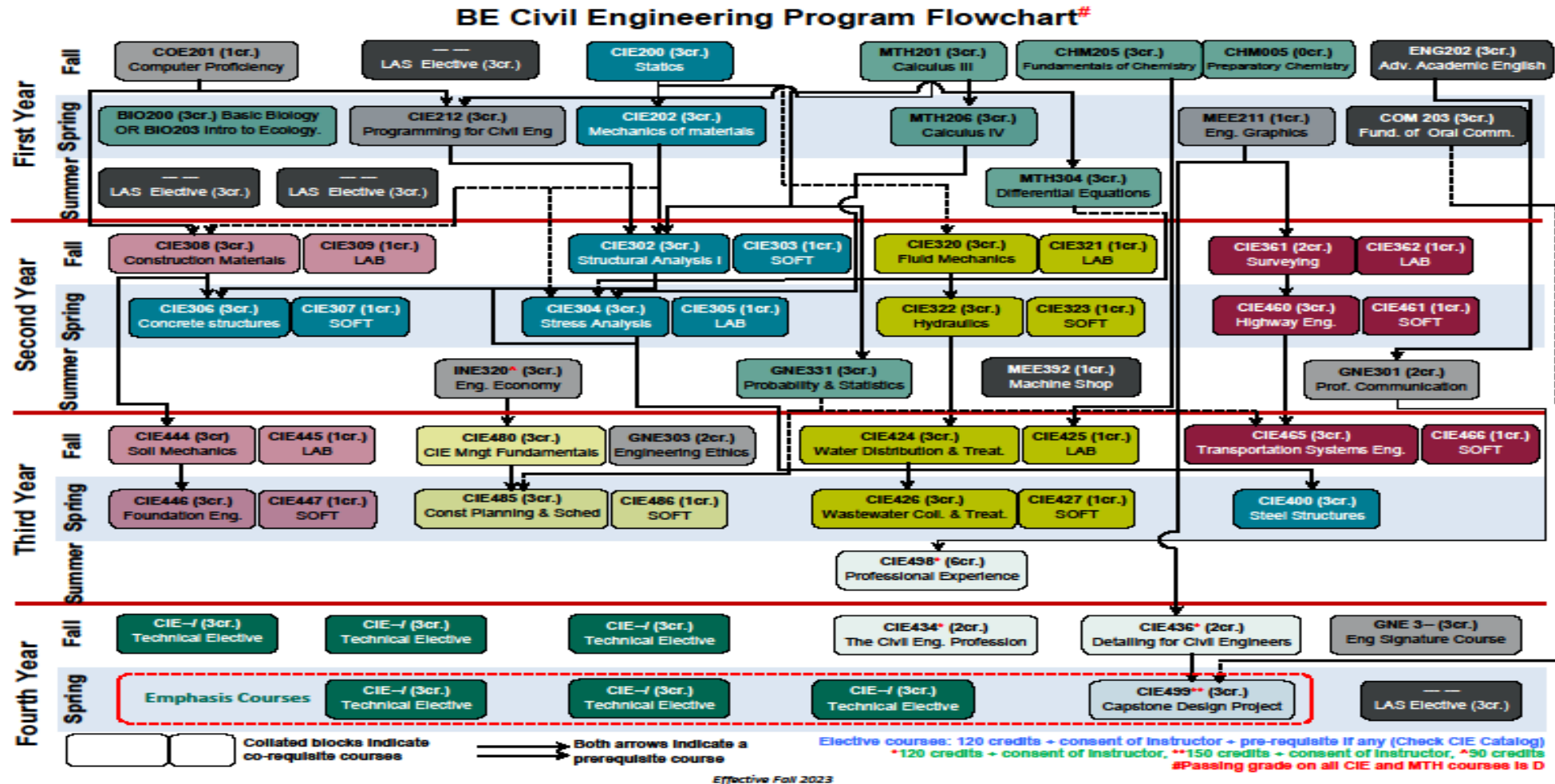
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# ADVISING

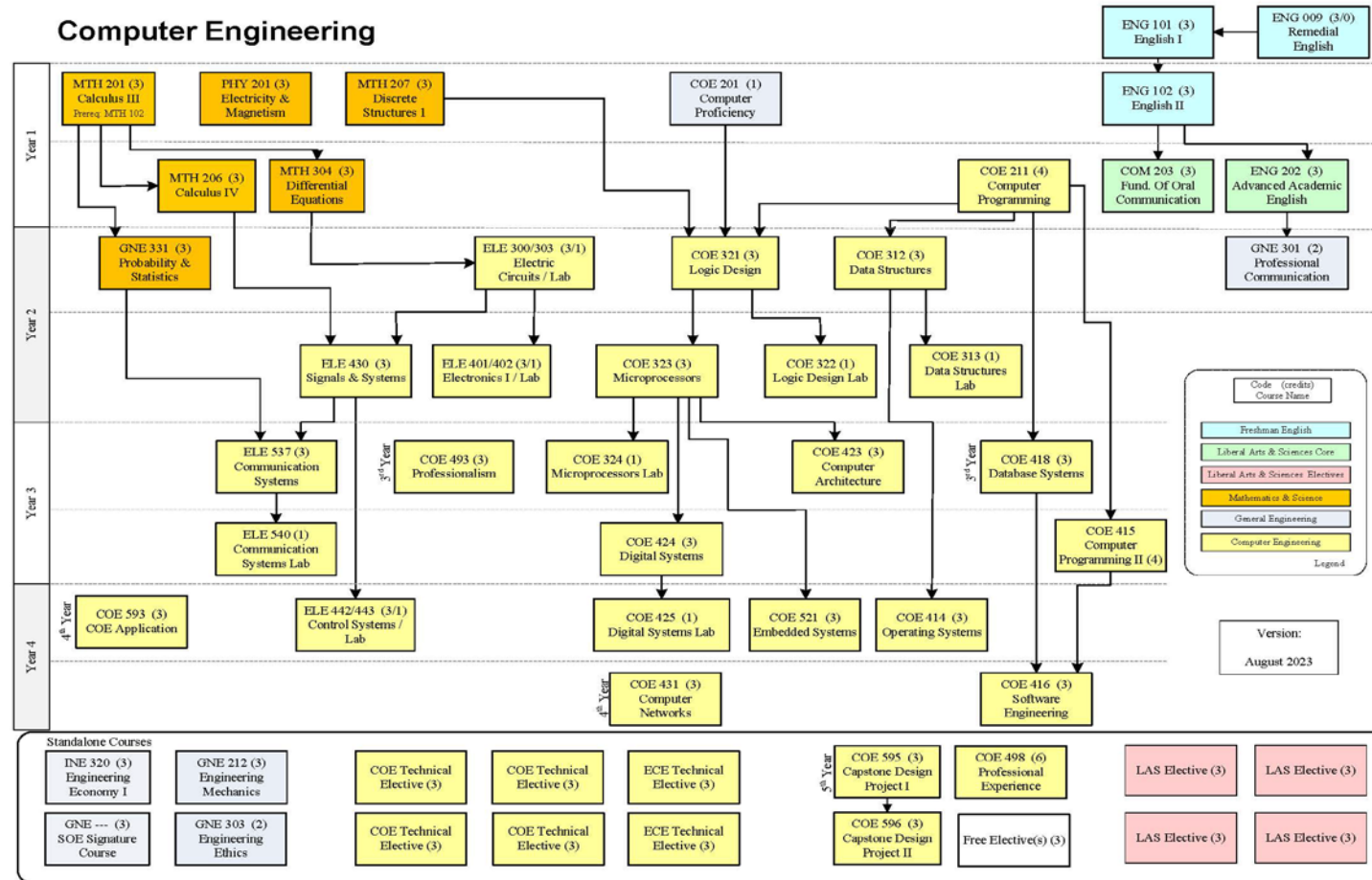
Flow Chart Mechanical Engineering Program



# ADVISING



# ADVISING



# ADVISING

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## What is a Degree Evaluation

- The Degree Evaluation is a resource for students and advisors to track students' requirements toward graduation. It includes:
  - Courses completed per semester with grades
  - Courses not completed
  - Total number of credits completed/ transferred
  - GPA (*Grade Point Average*, is a number that indicates how you scored in your courses on average. The *GPA* scale is over 4.0).
-



# ADVISING

## How to access your Degree Evaluation

Go to the LAU Website and click on Portal



# ADVISING

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## Enter your Credentials

### Sign in

Please use your LAU e-mail username (only the part before @) and password.

**Username**

charbel.nassif

**Password**

●●●●●●●●●●●●●●●●

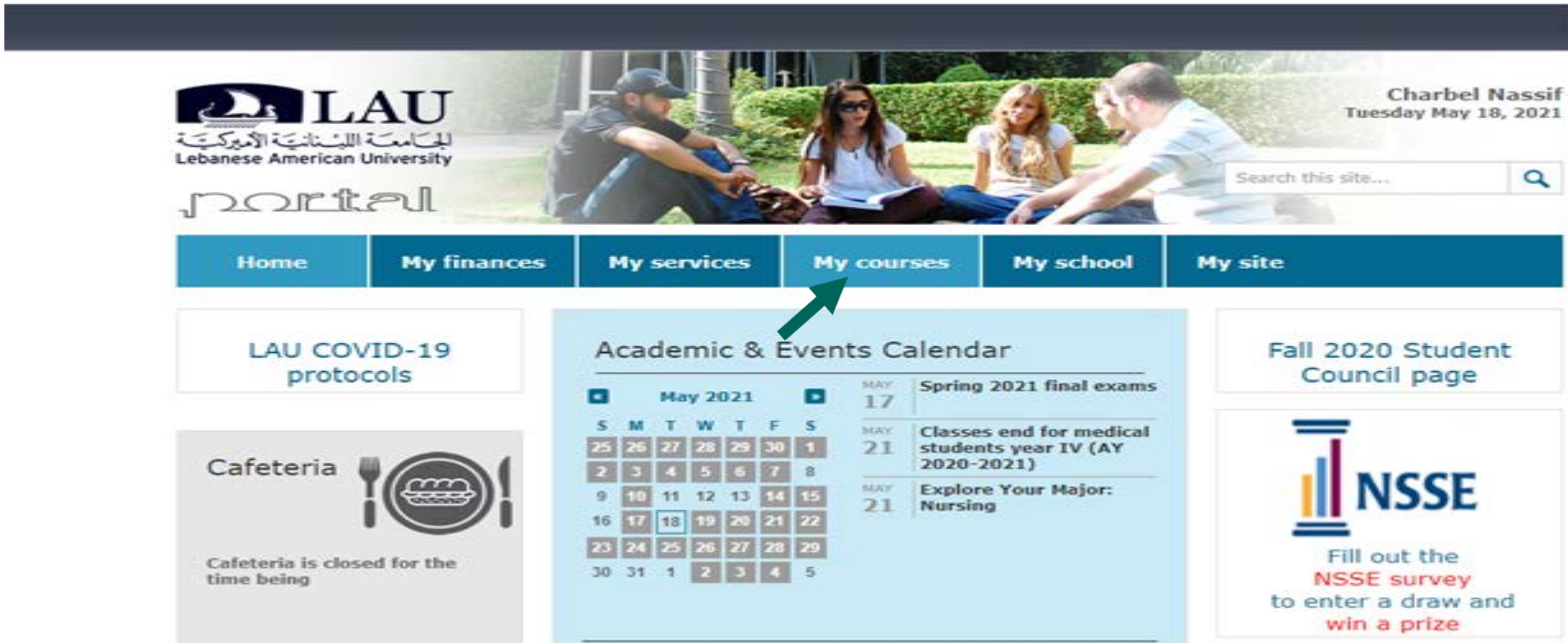
[Forgot?](#)

Log In



# ADVISING

## Select My Courses



The screenshot shows the LAU (Lebanese American University) portal homepage. At the top, there is a banner image of four students sitting outdoors. To the left of the banner is the LAU logo and name in Arabic and English. To the right, it says "Charbel Nassif Tuesday May 18, 2021". Below the banner is a search bar with the text "Search this site..." and a magnifying glass icon. A navigation bar below the search bar contains six items: "Home", "My finances", "My services", "My courses", "My school", and "My site". A green arrow points to the "My courses" item. Below the navigation bar, there are three main sections. The left section has a box for "LAU COVID-19 protocols" and a box for "Cafeteria" with a plate and fork icon, stating "Cafeteria is closed for the time being". The middle section is titled "Academic & Events Calendar" and features a calendar for May 2021. The right section has a box for "Fall 2020 Student Council page" and a box for "NSSE" with the text "Fill out the NSSE survey to enter a draw and win a prize".

LAU  
الجامعة اللبنانية الأمريكية  
Lebanese American University  
portal

Charbel Nassif  
Tuesday May 18, 2021

Search this site...

Home My finances My services **My courses** My school My site

LAU COVID-19 protocols

Cafeteria

Cafeteria is closed for the time being

Academic & Events Calendar

May 2021

S	M	T	W	T	F	S
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

MAY 17 Spring 2021 final exams

MAY 21 Classes end for medical students year IV (AY 2020-2021)

MAY 21 Explore Your Major: Nursing

Fall 2020 Student Council page

NSSE

Fill out the NSSE survey to enter a draw and win a prize

# ADVISING


## Click Run the CAPP degree Evaluation

Charbel Nassif ▾

Home My finances My services My courses My school My site

Academic standing  
Good Standing

Study plan for BE in Civil Engineering

 Run the CAPP degree evaluation

LAC courses


Override Directory


Terms: Spring 2021 ▾


▲ My schedule

Course	Title	Instructor	Location	Section	Grade	Site Link
CIE202	Mechanics of Materials TR 11:00-12:15	Grace Abou Jaoude	Online / ONL	31		<a href="#">CIE202</a>
CIE212	Programming for Civil Eng. TR 09:30-10:20	Mazen Tabbara	Online / ONL	31		<a href="#">CIE212</a>
CIE212	Programming for Civil Eng. T 12:30-14:10	Mazen Tabbara	Online / ONL	32		<a href="#">CIE212</a>
ENG102	Academic English II MWF 13:00-13:50	Nadia-Gabriella Bhuiyan	Online / ONL	39		<a href="#">ENG102</a>
MEE211	Engineering Graphics F 09:00-10:50	Namitta Merchak	Eng. Lab. & Research Center /	31		<a href="#">MEE211</a>

My class  
Sophomore

 Registrar's Office forms


 View my unofficial transcript

 Request for transcript/certificate or diploma

# ADVISING

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## Select the Term and Submit




Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid**

### Select Current Term


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 Please select the current term

Select a Term:

# ADVISING

## Choose: Generate New Evaluation




Libanese American University WWW Information System

[Personal Information](#) [Student and Financial Aid](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Degree Evaluation Record

 You may generate a degree evaluation for the curriculum(s) listed below. To view evaluation results, select a program.

**Curriculum Information**

**Primary Curriculum:**

**Program:** BE in Civil Engineering

**Catalog Term:** Fall 2020

**Level:** Undergraduate

**Campus:** Byblos

**College:** Engineering

**Degree:** Bachelor of Engineering

**First Major:** Civil Engineering

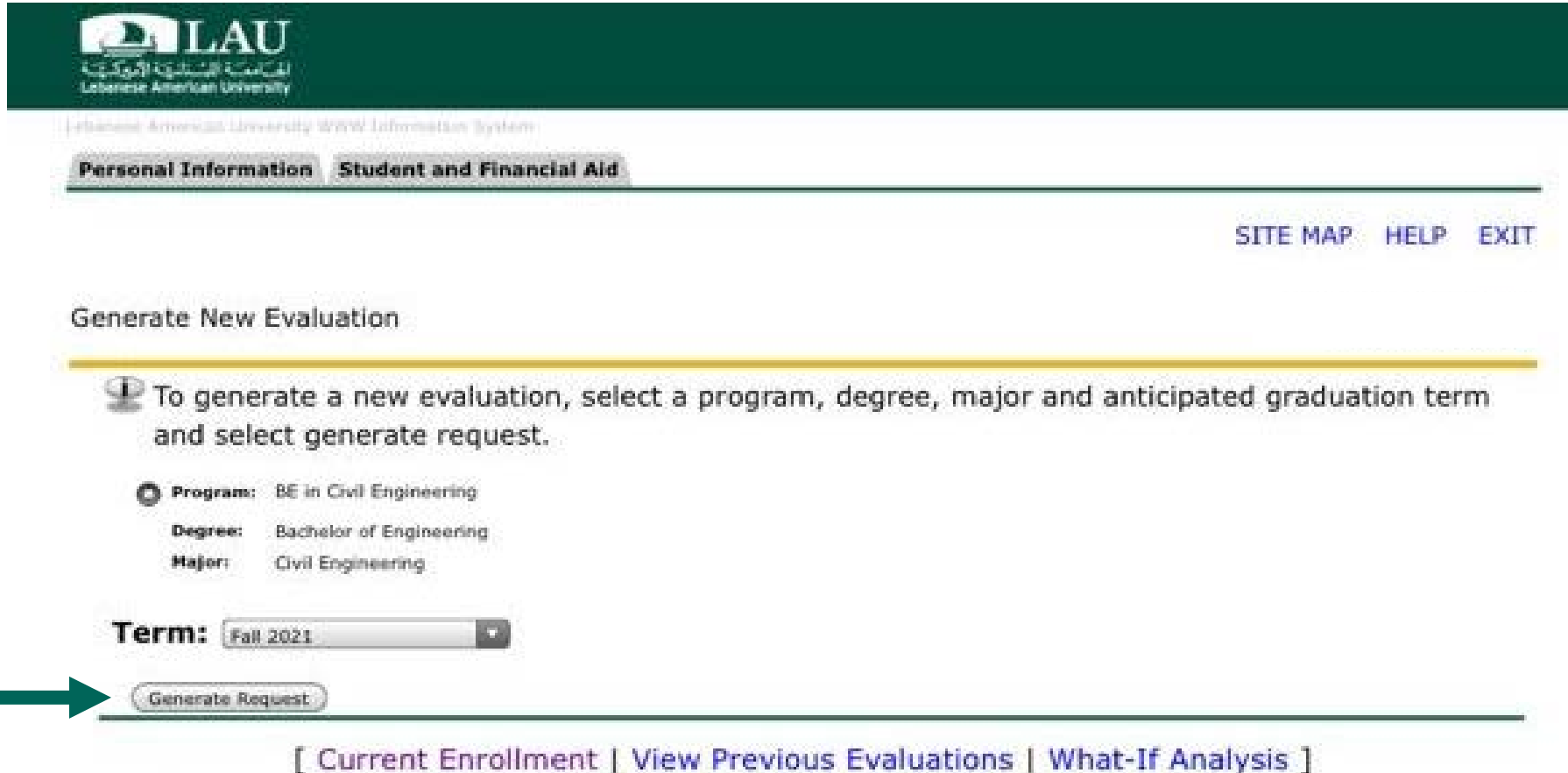
**Department:** Civil Engineering

[\[ View Previous Evaluations \]](#) [Generate New Evaluation](#) [What-if Analysis](#) [View Holds](#) ]

RELEASE: 8.7.1

# ADVISING

Choose the Program, Major, Term and click on Generate Request



The screenshot shows the LAU WWW Information System interface. At the top is the LAU logo and the text "Lebanese American University". Below this is a navigation bar with "Personal Information" and "Student and Financial Aid" tabs. To the right are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Generate New Evaluation". Below this is a yellow horizontal line. A help icon is followed by the text: "To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request." Below this are three fields: "Program: BE in Civil Engineering", "Degree: Bachelor of Engineering", and "Major: Civil Engineering". Below these is a "Term:" dropdown menu set to "Fall 2021". A green arrow points to the "Generate Request" button. At the bottom are links for "[ Current Enrollment | View Previous Evaluations | What-If Analysis ]".

LAU  
Lebanese American University

Lebanese American University WWW Information System

Personal Information Student and Financial Aid

SITE MAP HELP EXIT

Generate New Evaluation

To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request.

Program: BE in Civil Engineering  
Degree: Bachelor of Engineering  
Major: Civil Engineering

Term: Fall 2021

Generate Request

[ Current Enrollment | View Previous Evaluations | What-If Analysis ]

# ADVISING

## Degree Evaluation Report



Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid**

[SITE MAP](#) [HELP](#) [EXIT](#)

### Degree Evaluation Report

202001594 Charbel A. Nassif  
May 18, 2021 10:35 am

#### Student Information

ID : 202001594 Name : Charbel A. Nassif

#### Academic Information

School :	Engineering	Program :	BE in Civil Engineering	Campus :	Byblos
Department :	Civil Engineering	Major :	Civil Engineering	Starting Date of Program :	Fall 2020
Level :	Undergraduate	Concentration :		Request Number :	4
Degree:	Bachelor of Engineering	Minor :		Results as of :	18-MAY-2021

#### Program Information

	Met		
		Required	Actual
Total Number of Credits Required :	No	180.00	56.00
Overall GPA :	Yes	2	3.1

#### \*\* Unofficial Degree Evaluation Report \*\*

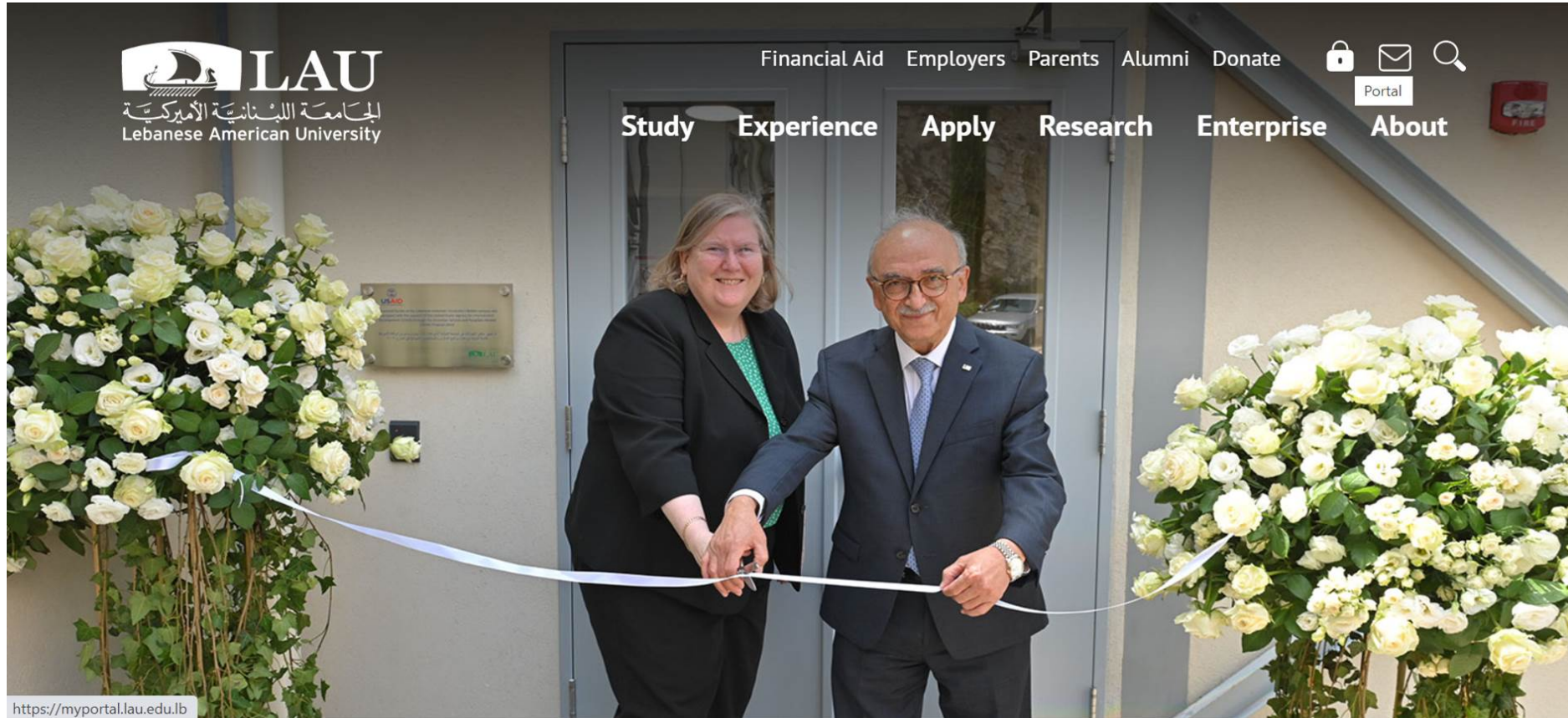
1. Students will be considered as candidates of graduation only after they submit the online "Application for Graduation" (one term before the expected graduation date).



# ADVISING


## How to fill the Advising form

### Go to the LAU Website and click on Portal



# ADVISING

## Enter your Credentials



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Lebanese American University

### Sign in

Please use your LAU e-mail username (only the part before @) and password.

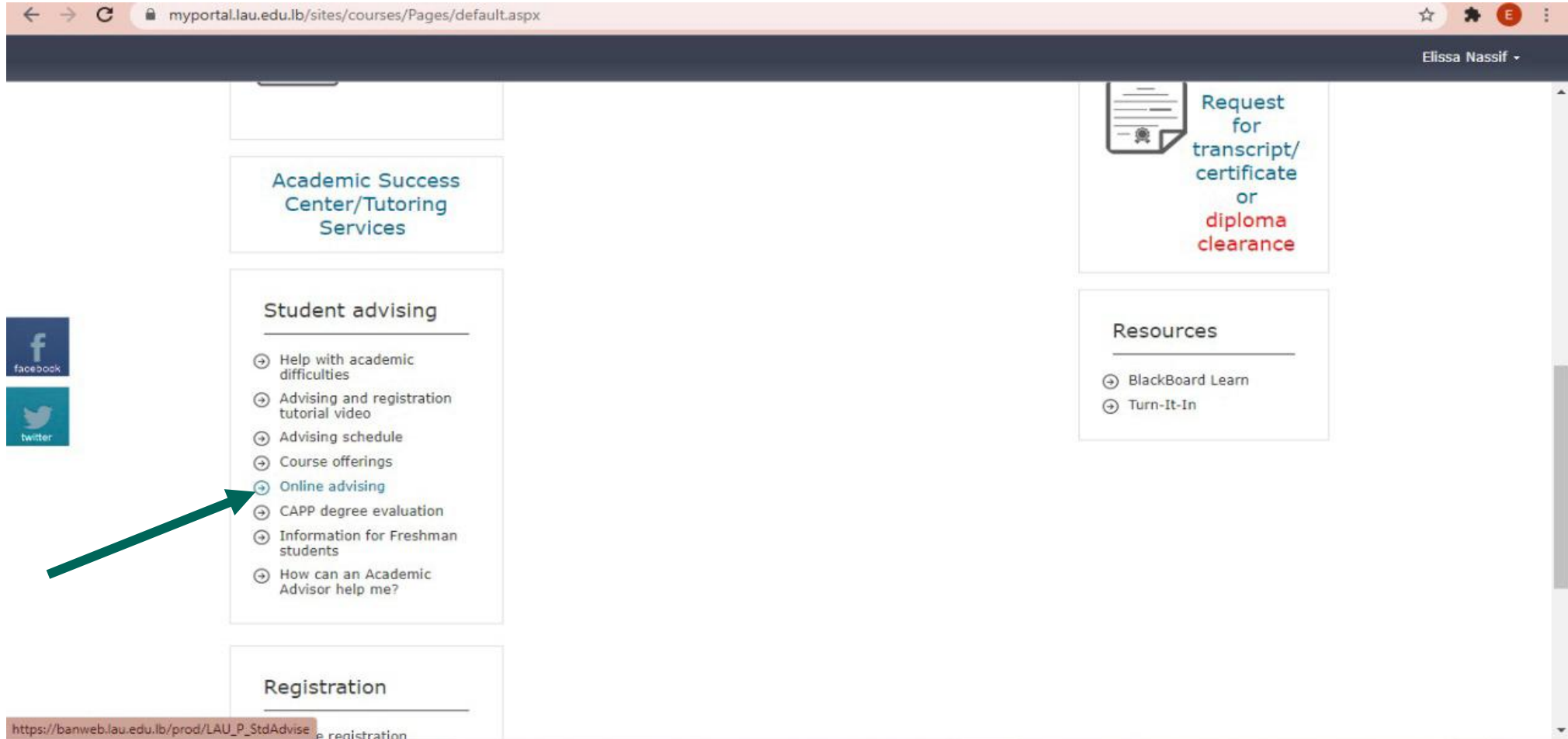
Username

Password  [Forgot?](#)



# ADVISING

## Select Online Advising



The screenshot shows a web browser window with the URL [myportal.lau.edu.lb/sites/courses/Pages/default.aspx](https://myportal.lau.edu.lb/sites/courses/Pages/default.aspx). The user is logged in as Elissa Nassif. The page features a sidebar with social media links for Facebook and Twitter. The main content area is divided into several sections:

- Academic Success Center/Tutoring Services**
- Student advising**
  - Help with academic difficulties
  - Advising and registration tutorial video
  - Advising schedule
  - Course offerings
  - Online advising** (highlighted with a green arrow)
  - CAPP degree evaluation
  - Information for Freshman students
  - How can an Academic Advisor help me?
- Registration**

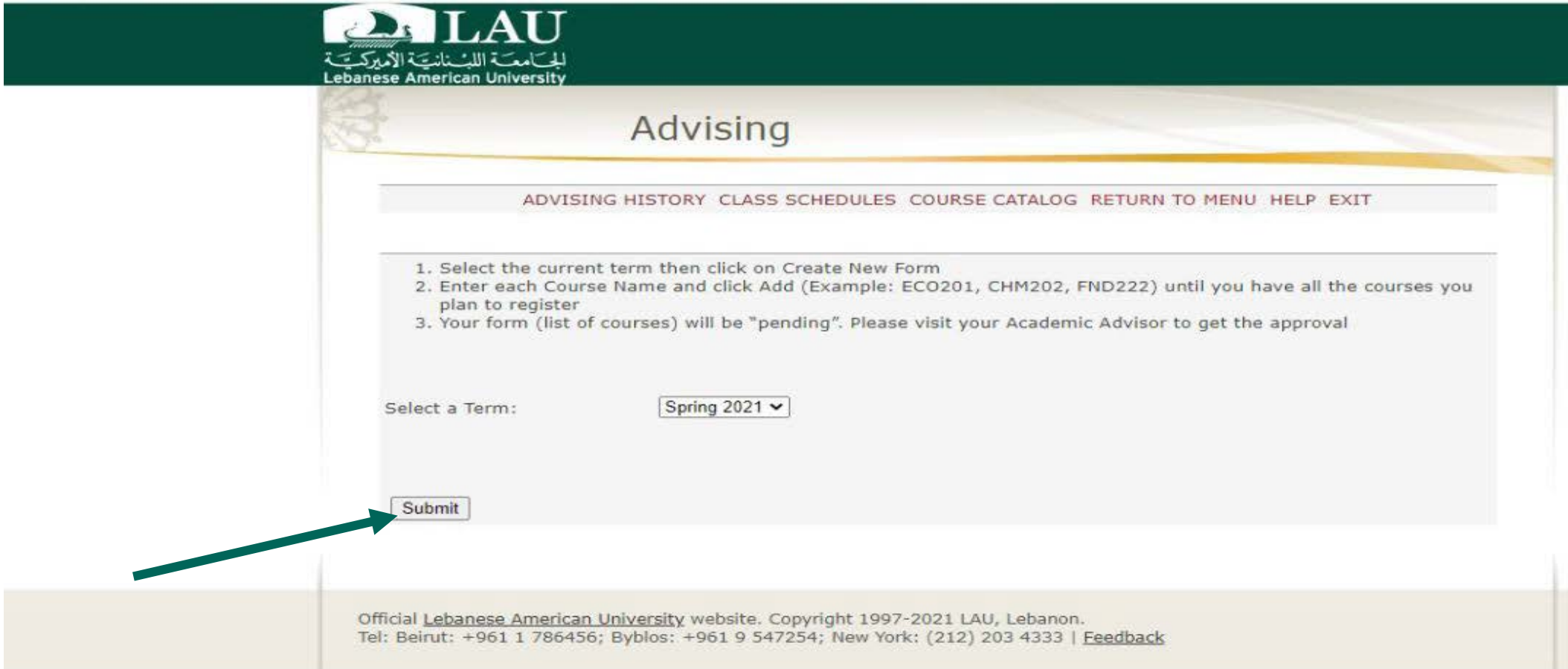
On the right side of the page, there are two additional sections:

- Request for transcript/certificate or diploma clearance** (with a document icon)
- Resources**
  - BlackBoard Learn
  - Turn-It-In

A URL bar at the bottom left shows the address [https://banweb.lau.edu.lb/prod/LAU\\_P\\_StdAdvise](https://banweb.lau.edu.lb/prod/LAU_P_StdAdvise).

# ADVISING

Select the Term and submit



The screenshot shows the LAU Advising web interface. At the top is the LAU logo and name in Arabic and English. Below the header is a navigation bar with links: ADVISING HISTORY, CLASS SCHEDULES, COURSE CATALOG, RETURN TO MENU, HELP, and EXIT. The main content area contains three numbered instructions: 1. Select the current term then click on Create New Form. 2. Enter each Course Name and click Add (Example: ECO201, CHM202, FND222) until you have all the courses you plan to register. 3. Your form (list of courses) will be "pending". Please visit your Academic Advisor to get the approval. Below the instructions is a "Select a Term:" label followed by a dropdown menu showing "Spring 2021". At the bottom of the form is a "Submit" button, which is pointed to by a green arrow. The footer contains the official LAU website information, copyright notice, and contact details for Beirut, Byblos, and New York, along with a feedback link.

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Lebanese American University

## Advising

[ADVISING HISTORY](#) [CLASS SCHEDULES](#) [COURSE CATALOG](#) [RETURN TO MENU](#) [HELP](#) [EXIT](#)

1. Select the current term then click on Create New Form
2. Enter each Course Name and click Add (Example: ECO201, CHM202, FND222) until you have all the courses you plan to register
3. Your form (list of courses) will be "pending". Please visit your Academic Advisor to get the approval

Select a Term: Spring 2021 ▼

Official [Lebanese American University](#) website. Copyright 1997-2021 LAU, Lebanon.  
Tel: Beirut: +961 1 786456; Byblos: +961 9 547254; New York: (212) 203 4333 | [Feedback](#)

# ADVISING

Fill the courses you need to take and click Add



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## Advising Form

ADVISING HISTORY CLASS SCHEDULES COURSE CATALOG RETURN TO MAIN RETURN TO MENU  
HELP SELECT TERM EXIT

ID	Name	Phone Number	Semester/Year
201600680	Elissa Antoine Nassif		Spring 2021

Advising Form	Status	Date Approved	Approved By
4	Pending		

List of Courses

Print

Subject	Course Title	Action
CIE200	lookup	Add

Send Form for Approval

Student Comments

Save Comments

Career Advising

# ADVISING

## Fill the Advising Form

Lebanese American University

Lebanese American University

Advising Form

ADVISING HISTORY CLASS SCHEDULES COURSE CATALOG RETURN TO MAIN RETURN TO MENU  
HELP SELECT TERM EXIT

ID	Name	Phone Number	Semester/Year
201600680	Elissa Antoine Nassif		Spring 2021

Advising Form	Status	Date Approved	Approved By
4	Pending		

List of Courses

Print

Subject	Course Title	Action
BIO200	Basic Biology	Delete
CHM201	Chemical Principles	Delete
CIE200	Statics	Delete
CST203	Cultural Studies III	Delete
ENG101	Academic English I	Delete
MTH201	Calculus III	Delete
<input type="text"/>	lookup	Add

Send Form for Approval

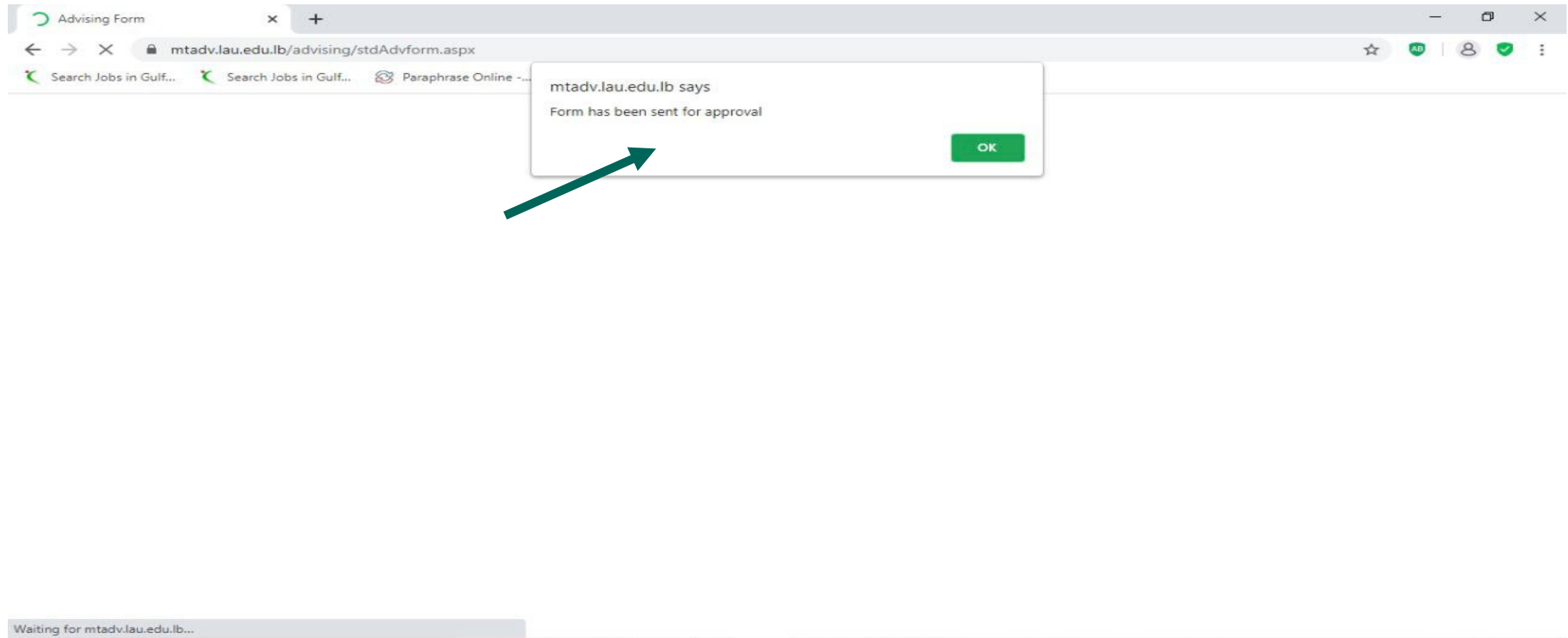
Student Comments

Save Comments

javascript:\_doPostBack('btnsendforapproval','')

# ADVISING

## Request if Approved



# ADVISING

## Advising Form Approved/Pending



### List of advising forms

[ADVISING HISTORY](#) [CLASS SCHEDULES](#) [COURSE CATALOG](#) [RETURN TO MENU](#) [HELP](#) [SELECT TERM](#)  
[EXIT](#)

ID	Name	Phone Number	Semester/Year
201600680	Elissa Antoine Nassif		Spring 2021
<b>To help in achieving timely and successful registration and academic progress, you are urged to register for the courses in the selection approved by your advisor.</b>			
<b>List of advising forms</b>			
Date Created	SeqID	Status	Action
19/Nov/2020	1	Approved	Show Create a copy
20/Jan/2021	4	Pending	Show Delete

# ADVISING

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- Once the advising form is approved, you need to wait for the registration days (depending on your status, Junior, senior sophomore etc...)
  - Once you submit your advising form, your advisor will receive an automated email from banner; in case you do not get any approval after 24 hours, you can email your advisor to follow up on it.
  - Make sure to fill the advising form at last 24 hours prior to the registration period otherwise you will lose your chance to register the courses you want as they may fill up.
  - In case you go to portal and you fail to register your courses as Portal is requesting your PIN, then you need to re-contact your advisor to approve the advising form.
  - **Do not contact a faculty other than your advisor, he will not approve your request.**
-

# REGISTRATION

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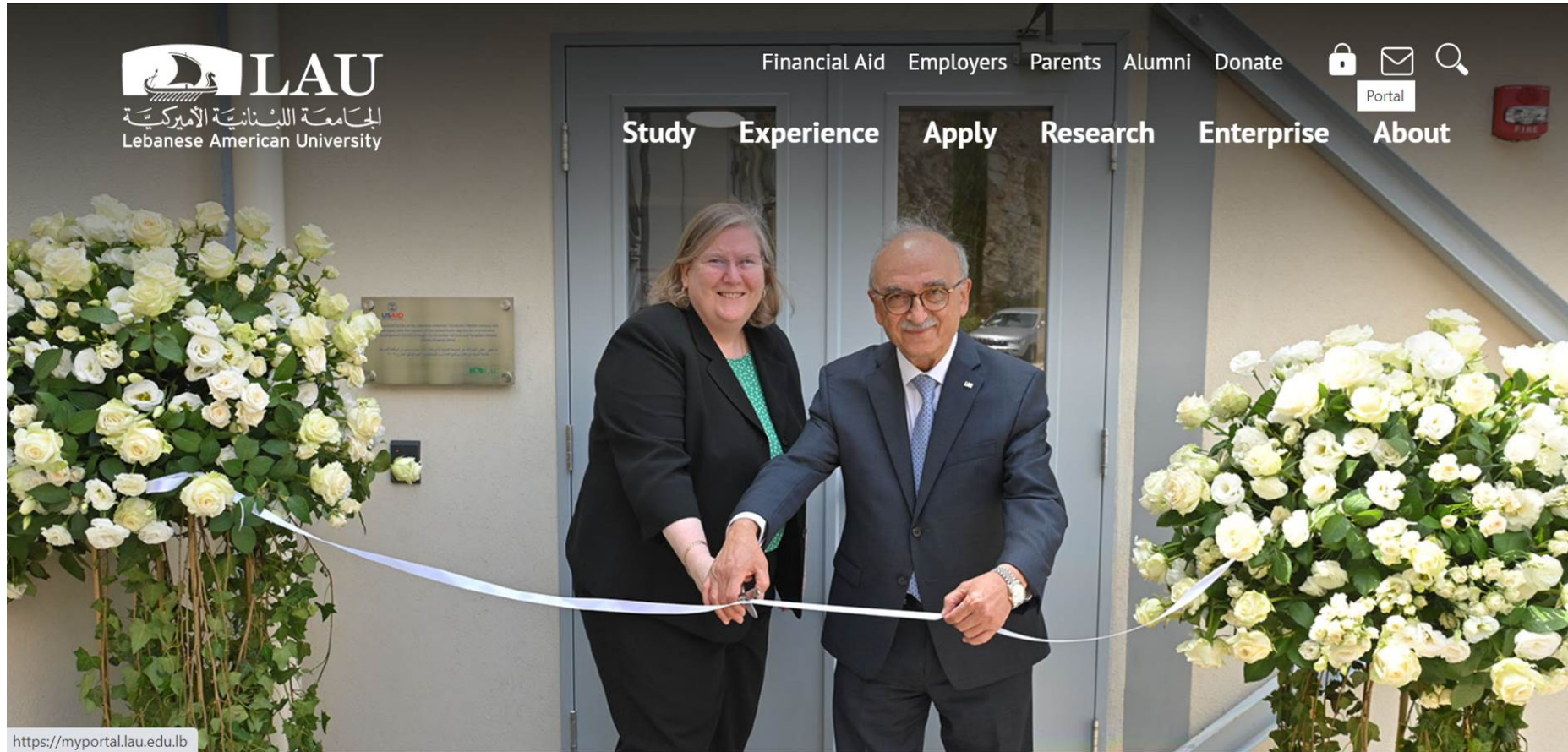
## Registration Process

- Log in to your portal using your LAU credentials.
  - Choose the courses approved by your advisor, as per the advising form. Diverting from the approved courses, will make you accountable for subsequent delays to graduation.
  - Register the course by adding the course name for ex CIE--- and the CRN (5 digits number).
-



# REGISTRATION

Go to LAU website and click on Portal



# REGISTRATION

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## Enter your Credentials



### Sign in

Please use your LAU e-mail username (only the part before @) and password.

Username

Password

[Forgot?](#)

Log In

# REGISTRATION

## Select Online Registration

- Help with academic difficulties
- Advising and registration tutorial video
- Advising schedule
- Course offerings
- Online advising
- CAPP degree evaluation
- Information for Freshman students
- How can an Academic Advisor help me?


### Registration

- Online registration
- My registration status
- Advising and registration tutorial video
- Waitlist for closed classes
- Registration schedule
- Course offerings
- Registration system/Banner codes



# REGISTRATION

## Select the Term



Lebanese American University

Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid** Faculty Services

RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range

201600680 Elissa A. Nassif  
Jan 20, 2021 01:08 pm

---

**Search by Term:**

None

None

Academic Year 2021-2022 (View only)

Progreen Fall 2020 (View only)

Spring 2021

Fall 2020 (View only)

Academic Year 2020-2021 (View only)

Progreen Summer 2020 (View only)

Progreen Spring 2020 (View only)

Progreen Fall 2019 (View only)

Summer 2020 (View only)

Spring 2020 (View only)

Fall 2019 (View only)

Academic Year 2019-2020 (View only)

Progreen Summer 2019 (View only)

Progreen Spring 2019 (View only)

Progreen Fall 2018 (View only)

Summer 2019 (View only)

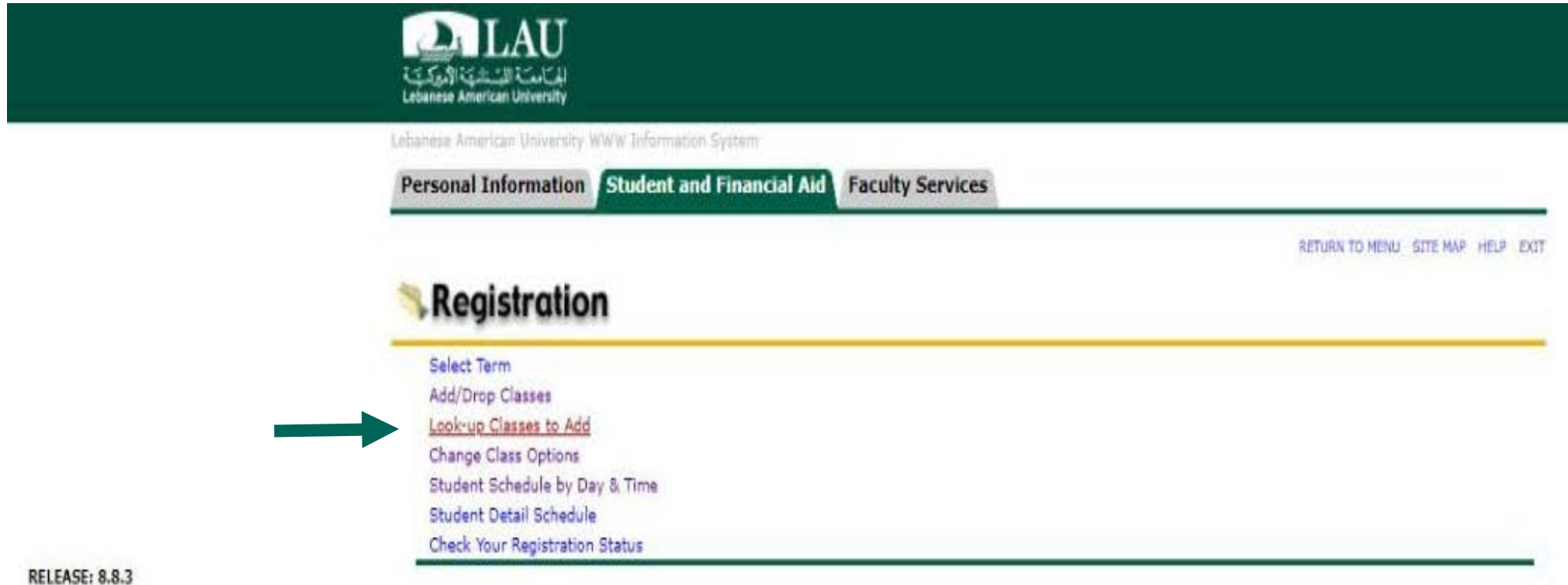
Spring 2019 (View only)

Fall 2018 (View only)

Academic Year 2018-2019 (View only)

# REGISTRATION

## Look up for Classes to Add



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Lebanese American University WWW Information System

Personal Information Student and Financial Aid Faculty Services

RETURN TO MENU SITE MAP HELP EXIT


### Registration

- Select Term
- Add/Drop Classes
- Look-up Classes to Add
- Change Class Options
- Student Schedule by Day & Time
- Student Detail Schedule
- Check Your Registration Status

RELEASE: 8.8.3

# REGISTRATION

## Select the Course Major



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Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid** **Faculty Services**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add:

201600680 Elissa A. Nassif  
Spring 2021  
Jan 20, 2021 01:08 pm

 Use the selection options below to search the class schedule for the term displayed above. You may choose any combination of fields to narrow your search, but you must select at least one Subject. When your selection is complete, click Get Classes to perform the search.

Subject:

Biochemistry

Bioinformatics

Biology

Business Data Analytics

Business Law

Chemistry

Chinese

Civil Engineering

Communication

Computer Engineering

Course Search

Advanced Search

[\[ Student Schedule by Day & Time \]](#) [\[ Student Detail Schedule \]](#) [\[ View Holds \]](#)



# REGISTRATION

## Look Up for Classes to Add

Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid** **Faculty Services**

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add:

201600680 Elissa A. Nassif  
Spring 2021  
Jan 20, 2021 01:10 pm


---

Spring 2021

Civil Engineering		
200	Statics	<a href="#">View Sections</a>
202	Mechanics of Materials	<a href="#">View Sections</a>
212	Programming for Civil Eng.	<a href="#">View Sections</a>
302	Structural Analysis I	<a href="#">View Sections</a>
304	Stress Analysis	<a href="#">View Sections</a>
305	Stress Analysis - LAB	<a href="#">View Sections</a>
306	Concrete Structures	<a href="#">View Sections</a>
307	Concrete Structures I - SOFT	<a href="#">View Sections</a>
320	Fluid Mechanics	<a href="#">View Sections</a>
321	Fluid Mechanics - LAB	<a href="#">View Sections</a>
322	Hydraulics	<a href="#">View Sections</a>
323	Hydraulics - SOFT	<a href="#">View Sections</a>
400	Engineering Mathematics	<a href="#">View Sections</a>

# REGISTRATION


Choose the CRN (5 Digits) that you need to register

<input checked="" type="checkbox"/>	22687	ENG	101	34	2	3.000	Academic MWF	10:00 am-10:50 am	25	25	0	0	0	0	0	0	0	Nayla Fayed Kobrassi (P)	01/18-04/29	ONL ONL	Science Requirement Freshman Arts Requirement and Freshman Science Requirement
<input type="checkbox"/>	22688	ENG	101	35	2	3.000	Academic TR	02:00 pm-03:15 pm	25	24	1	0	0	0	0	0	0	Christel Raymond Dahdouh (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22689	ENG	101	36	2	3.000	Academic MWF	03:00 pm-03:50 pm	25	25	0	0	0	0	0	0	0	Jessica Elias Ammar (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22690	ENG	101	37	2	3.000	Academic TR	11:00 am-12:15 pm	25	25	0	0	0	0	0	0	0	Christelle Sayed Frangieh (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22691	ENG	101	38	2	3.000	Academic TR	09:30 am-10:45 am	25	25	0	0	0	0	0	0	0	Carol Girgi Hanna (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22692	ENG	101	39	2	3.000	Academic MWF	01:00 pm-01:50 pm	25	25	0	0	0	0	0	0	0	Carol Girgi Hanna (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
	<input type="checkbox"/>	22693	ENG	101	40	2	3.000	Academic TR	02:00 pm-03:15 pm	25	7	18	0	0	0	0	0	Rita Nicolas Abdelnour (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
<input type="checkbox"/>	22694	ENG	101	41	2	3.000	Academic TR	09:30 am-10:45 am	25	12	13	0	0	0	0	0	0	El Cheikha Ghada Mounif El Hachem (P)	01/18-04/29	ONL ONL	Freshman Arts Requirement and Freshman Science Requirement
<div>RegisterAdd to WorkSheetNew Search</div>																					



# REGISTRATION

Select the needed CRN and Click on Register



Lebanese American University

Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid** Faculty Services

RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add: 201600680 Elissa A. Nassif  
Spring 2021  
Jan 20, 2021 01:17 pm

Sections Found

Civil Engineering

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	Instructor	Date (MM/DD)	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem				
<input checked="" type="checkbox"/>	22313	CIE	202	31	2	3.000	Mechanics of TR Materials		11:00 am-12:15 pm	60	51	9	0	0	0	0	0	0	Grace George Abou Jaoude (P)	01/18-04/29	ONL	ONL

[ Student Schedule by Day & Time | Student Detail Schedule ]


RELEASE: 8.7.1.2

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# REGISTRATION

## NOTE

In case Section is closed “C”, then you have to apply for the Add by Force (steps will follow) or choose another section




Lebanese American University WWW Information System

[Personal Information](#) [Student and Financial Aid](#) [Faculty Services](#)

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add: 201600680 Elissa A. Nassif  
Spring 2021  
Jan 20, 2021 02:41 pm

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet..  
**IMPORTANT NOTICE:** Check for Campus before registering your courses. **Cmp1** = Beirut Campus - **Cmp2** = Byblos Campus.

**Sections Found**  
Civil Engineering


Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	22312	CIE	200	31	2	3.000	Statics TR		08:00 am- 09:15 am	40	40	0	0	0	0	0	0	0	Charles Georges Saad (P)	01/18- 04/29	ONL	ONL

[Register](#) [Add to WorkSheet](#) [New Search](#)

[\[ Student Schedule by Day & Time \]](#) [\[ Student Detail Schedule \]](#)

# REGISTRATION

Confirm your courses' registration by clicking on your Schedule by Day and Time




Lebanese American University WWW Information System

**Personal Information** **Student and Financial Aid** Faculty Services


[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Look-Up Classes to Add: 201600680 Elissa A. Nassif  
Spring 2021  
Jan 20, 2021 02:41 pm

 To register for classes, check the box in front of the CRN (C identifies a closed class) and click Register or Add to Worksheet..  
**IMPORTANT NOTICE:** Check for Campus before registering your courses. **Cmp1** = Beirut Campus - **Cmp2** = Byblos Campus.

**Sections Found**  
**Civil Engineering**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
<input checked="" type="checkbox"/>	22312	CIE	200	31	2	3.000	Statics TR		08:00 am- 09:15 am	40	40	0	0	0	0	0	0	0	Charles Georges Saad (P)	01/18- 04/29	ONL	ONL

 [ [Student Schedule by Day & Time](#) | [Student Detail Schedule](#) ]

# REGISTRATION

---

## Encountered Errors

- Campus Restriction: You need to register the courses offered in your main campus.
  - Class Restriction: Your class (freshman, Sophomore, Junior,) does not allow you to take this course
  - Section C = Closed/Full: Try another section or follow the add by force process
  - Level Restriction: Your level (undergraduate, graduate) does not allow you to take this course
  - You are exceeding maximum credits allowed: if you are on Probation (GPA less than 2.0 /4.0), you can take up to 13 credits. If you have a GPA above 2.0, you can take up to 18 cr.. In case you want to register more than 18 cr. you have to apply for a Petition.
  - The prerequisite must be completed first: Make sure you completed all required pre-requisites
  - Program Restriction”: Your program of studies (Freshman Arts, Freshman Science,) does not allow you to take this course.
  - Must register concurrently the section linked to this CRN: Register the course AND its lab at the same time. Co-requisite courses must be added to the worksheet at the same time.
-

# REGISTRATION

---

## Holds

Financial Hold – Contact the Business Office

[businessoffice.byblos@lau.edu.lb](mailto:businessoffice.byblos@lau.edu.lb)

[businessoffice.beirut@lau.edu.lb](mailto:businessoffice.beirut@lau.edu.lb)

Academic Hold – Contact Registrar's office

[registrar.byblos@lau.edu.lb](mailto:registrar.byblos@lau.edu.lb)

[registrar.beirut@lau.edu.lb](mailto:registrar.beirut@lau.edu.lb)

---

# ADD BY FORCE

---

## What is an Add By Force

- An “Add by force” request, is when you ask to be added to a course that is full.

## When to ask for an Add By Force

- ONLY when the all the sections of the course you need to take are full (C closed) AND you found no other ALTERNATIVE.
- The add by force is done one the **last two days** of the drop/add period.

## How to submit an Add By Force request

- Through edms, as shown in the following slides.
-

# ADD BY FORCE

---

## HOW

- To submit new “Add by Force” request for a specific course, go to the form through the direct link <https://edms.lau.edu.lb/Forms/Yi6Xr>

OR

- Go to LAU EDMS Forms application using this link <https://edms.lau.edu.lb/forms>
- Login using your LAU credentials
- Go to Start Process and choose LAU SOE – Add By Force Request
- Click on Start to submit your Request
- After your request is checked, you will receive an email informing you of the department's decision.

# ADD BY FORCE



Laserfiche Forms™

Inbox

Start Process

Reports

Design

Manage

Monitor

Q add by



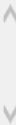
Process ▲

Description



LAU SOE - Add By Force Request

Start



1-1 of 1

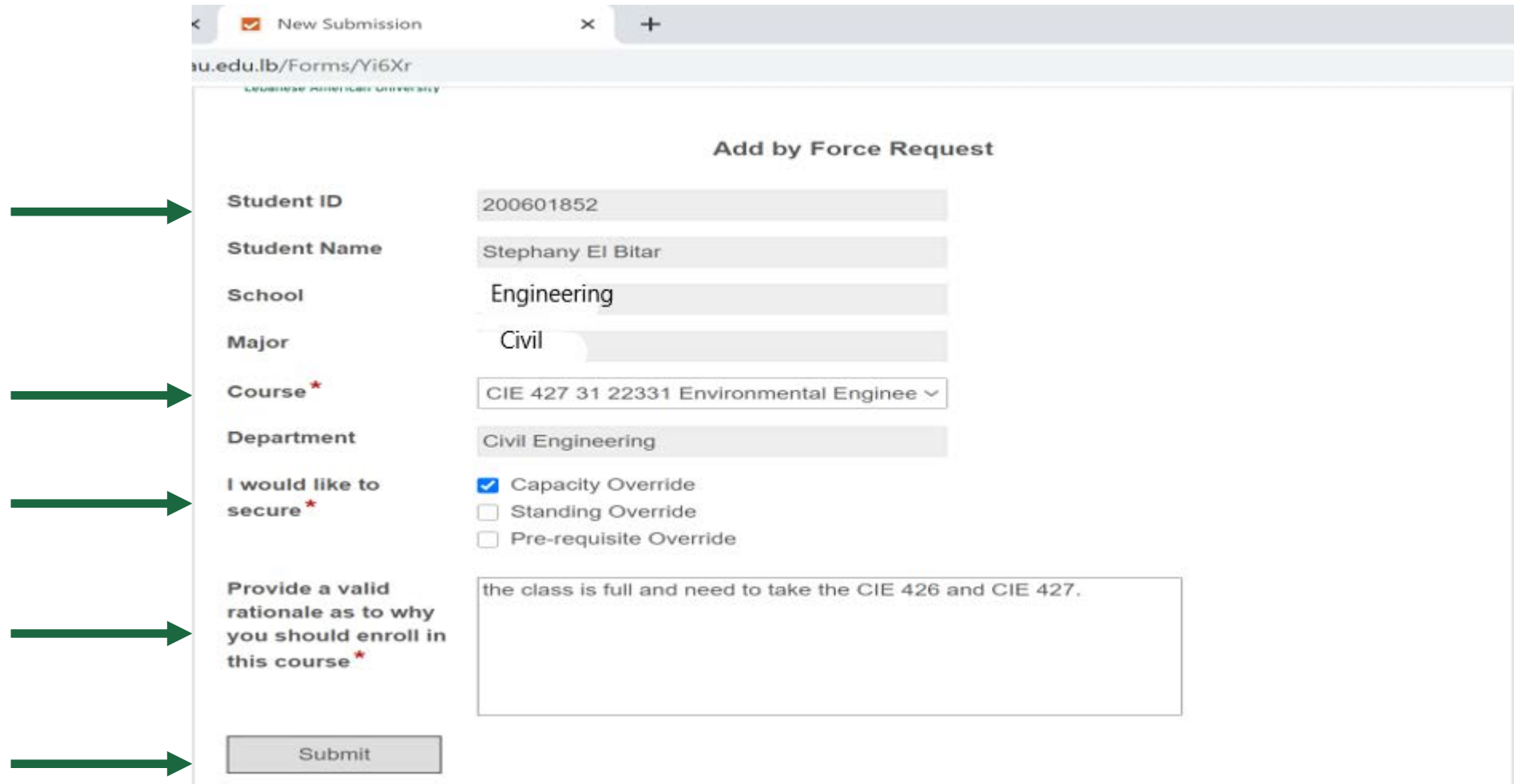
Show

20





# ADD BY FORCE

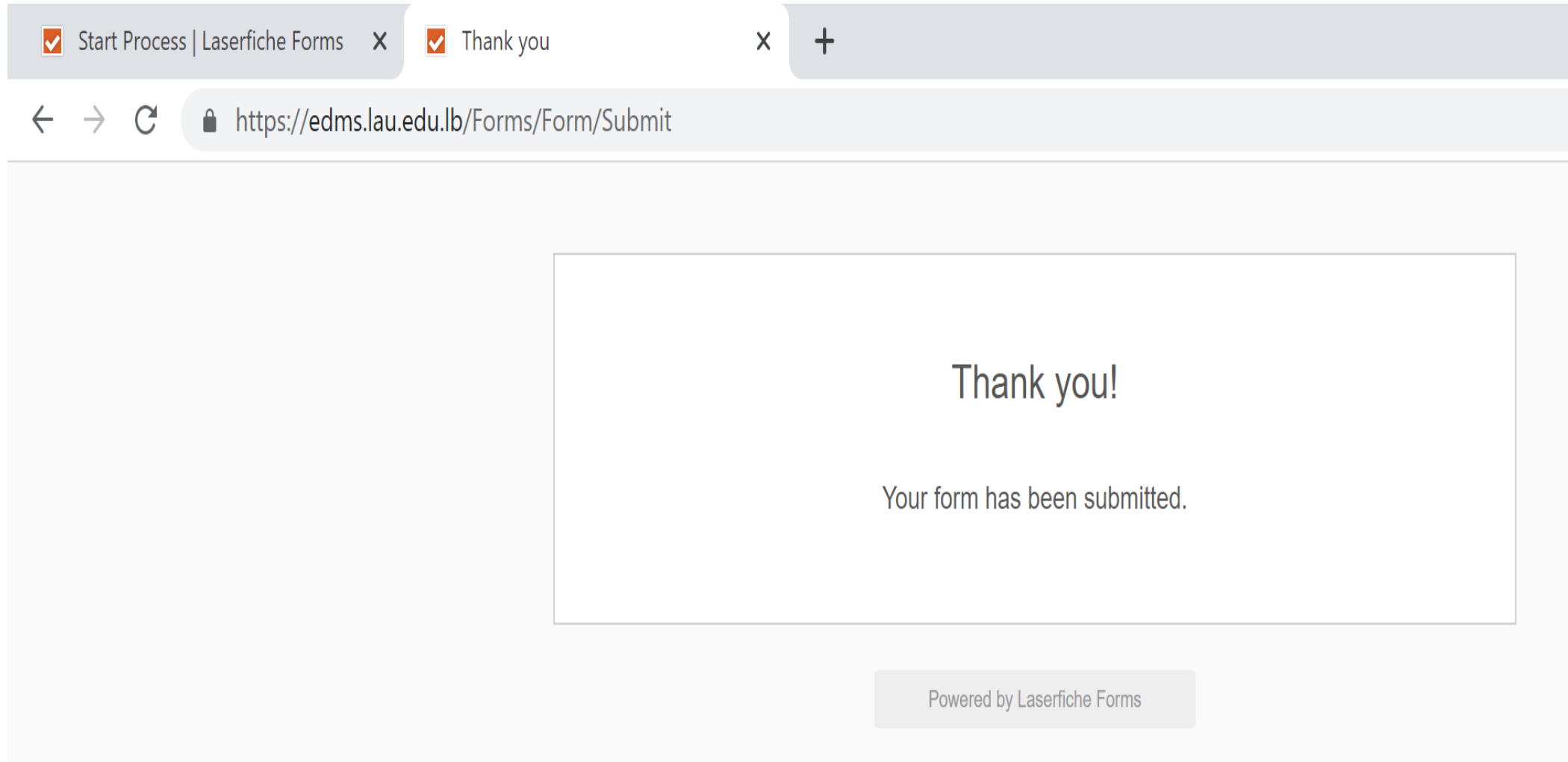


**Add by Force Request**

Student ID	200601852
Student Name	Stephany El Bitar
School	Engineering
Major	Civil
Course *	CIE 427 31 22331 Environmental Engineer v
Department	Civil Engineering
I would like to secure *	<input checked="" type="checkbox"/> Capacity Override <input type="checkbox"/> Standing Override <input type="checkbox"/> Pre-requisite Override
Provide a valid rationale as to why you should enroll in this course *	the class is full and need to take the CIE 426 and CIE 427.
Submit	

# ADD BY FORCE

---



# ADD BY FORCE

---

You will receive in your Inbox the Chair's Decision

## If Rejected



edms.workflow@lau.edu.lb

Stephany El Bitar

Wed 3/3

Add by Force Request for registering 22331 Environmental Engineering-SOFT course was rejected



Dear Stephany El Bitar,

Please note that your request for registering 22331 Environmental Engineering-SOFT course was rejected. You are kindly requested to seek the help of your academic advisor for an alternative course.

Regards,  
Civil Engineering

---

# ADD BY FORCE

Then re-contact your advisor and Based on his advice Refill the form

Start Process | Laserfiche Forms

New Submission

Thank you

https://edms.lau.edu.lb/Forms/Yi6Xr

Add by Force Request

Student ID

200601852

Student Name

Stephany El Bitar

School

Engineering

Major

Civil Engineering

Course \*

CIE 460 31 22338 Highway Engineering

Department

Civil Engineering

I would like to secure \*

☒ Capacity Override

☐ Standing Override

☐ Pre-requisite Override

Provide a valid rationale as to why you should enroll in this course \*

Please need this course to be able to complete the internship in the summer. Thank you|

Submit

# ADD BY FORCE

---

## If Approved



edms.workflow@lau.edu.lb

Stephany El Bitar

Add by Force Request for registering 22338 Highway Engineering course was approved

---

Dear Stephany El Bitar,

Please note that your request for registering 22338 Highway Engineering course was approved. You are kindly requested to register the course on banner.

Regards,  
Civil Engineering

# ADD BY FORCE

---

SOE departments can help you add by force **ONLY ENGINEERING COURSES**

CIE courses

PTE courses

CHE courses

COE courses

ELE courses

INE courses

MEE courses

MCE courses

GNE courses

**For the remaining courses, you need to contact the concerned department outside the school of Engineering for the needed course.**

---

# ADD BY FORCE

---

For all **OTHER COURSES**

MTH

BUS

ECO

ENG

CHM

PED.....

You will either **receive an email** during the registration period explaining the process of the add by force from the respective department or you **contact the Academic Staff (other than the SOE)** of the concerned department by email to assist you.

---

# PETITIONS

---

## WHEN to apply for a Petition

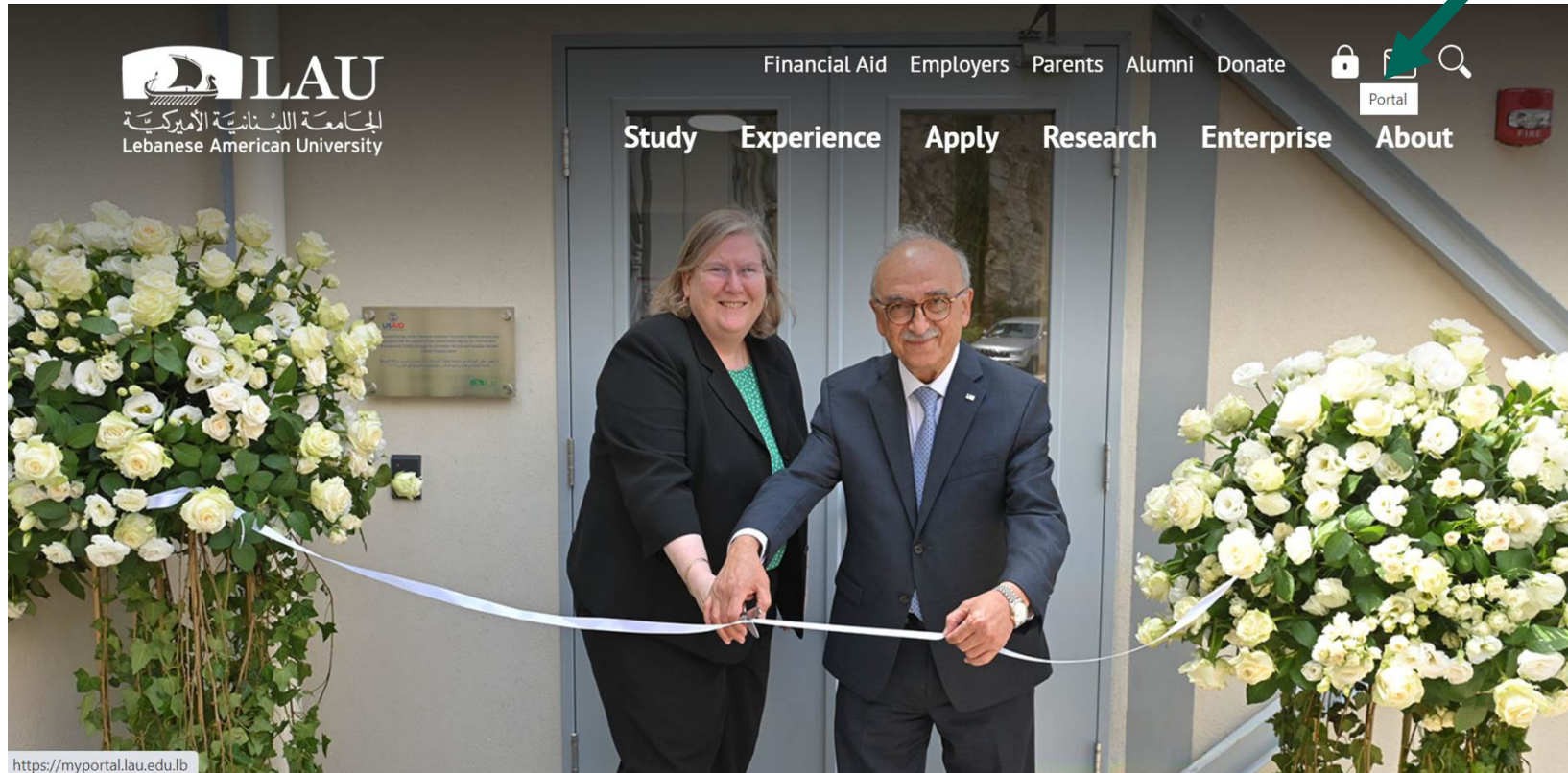
- You need first to **consult with your advisor** before you submit a petition. Some cases do not need a petition.
- If you are advised to Petition, here is HOW to apply for a PETITION



# PETITIONS

## HOW to apply for a Petition

Go to Portal



# PETITIONS

---

## Enter your Credentials



### Sign in

Please use your LAU e-mail username (only the part before @) and password.



Username

elissa.nassif

Password


.....

[Forgot?](#)

Log In

# PETITIONS

## Go to My Courses



LAU  
الجامعة اللبنانية الأمريكية  
Lebanese American University

Elissa Nassif  
Thursday February 18, 2021

Home

My finances


My services

My courses


My school

FS Portal

My site



Academic standing  
Good Standing



Run the  
CAPP degree  
evaluation

LAC courses


Terms:

▲ My schedule

Course	Title	Instructor	Location	Section	Grade	Site Link
CIE764	Mass Transit Systems TR 09:30-10:45	John Khoury (EI)	Zakhem Hall / 0509	31		<a href="#">CIE764</a>
INE706	Decision Analysis WF 15:30-16:45	Walid Abillama	Zakhem Hall / 0606	31		<a href="#">INE706</a>

▲ My final exams

My class  
2nd Year Graduate




Registrar's  
Office forms

Transferred Credits


b/sites/courses/Pages/default.aspx

# PETITIONS

Click on Registrar's Office Forms-



LAU  
الجامعة اللبنانية الأمريكية  
Lebanese American University



Elissa Nassif  
Thursday February 18, 2021

Home

My finances


My services

My courses

My school


FS Portal

My site



Academic standing  
**Good Standing**


There are no items to show.



My holds


No holds exist on your record

Terms:




My schedule


Course	Title	Instructor	Location	Section	Grade	Site Link
CIE764	Mass Transit Systems TR 09:30-10:15	John Khoury (El)	Zakhem Hall / 0509	31		<a href="#">CIE764</a>



My class  
**2nd Year Graduate**



Registrar's  
Office forms

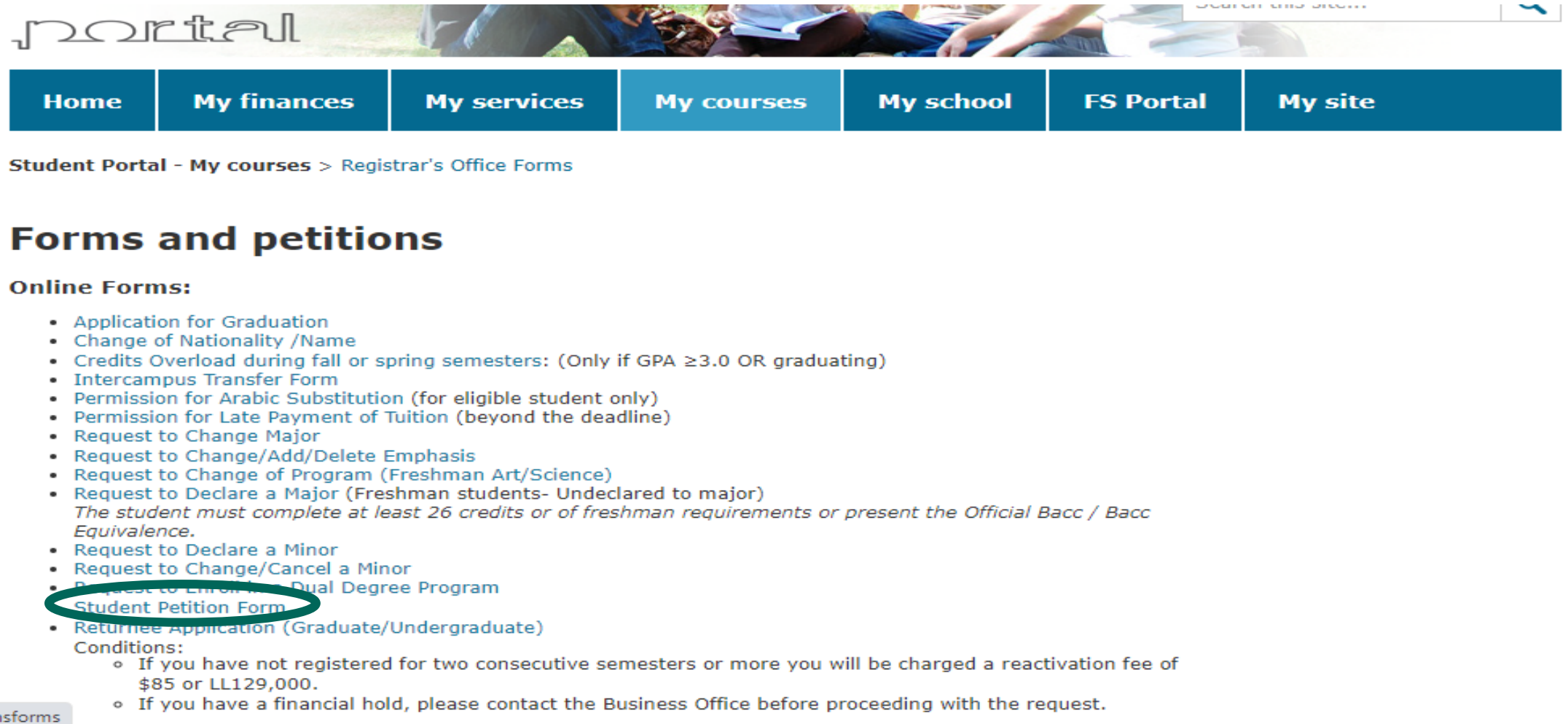


Run the  
CAPP degree  
evaluation



# PETITIONS

## Select Student Petition Form



portal

Search this group

Home My finances My services My courses My school FS Portal My site

Student Portal - My courses > Registrar's Office Forms

### Forms and petitions

Online Forms:

- Application for Graduation
- Change of Nationality /Name
- Credits Overload during fall or spring semesters: (Only if GPA  $\geq 3.0$  OR graduating)
- Intercampus Transfer Form
- Permission for Arabic Substitution (for eligible student only)
- Permission for Late Payment of Tuition (beyond the deadline)
- Request to Change Major
- Request to Change/Add/Delete Emphasis
- Request to Change of Program (Freshman Art/Science)
- Request to Declare a Major (Freshman students- Undeclared to major)  
*The student must complete at least 26 credits or of freshman requirements or present the Official Bacc / Bacc Equivalence.*
- Request to Declare a Minor
- Request to Change/Cancel a Minor
- Request to Enroll in a Dual Degree Program
- **Student Petition Form**
- Returnee Application (Graduate/Undergraduate)

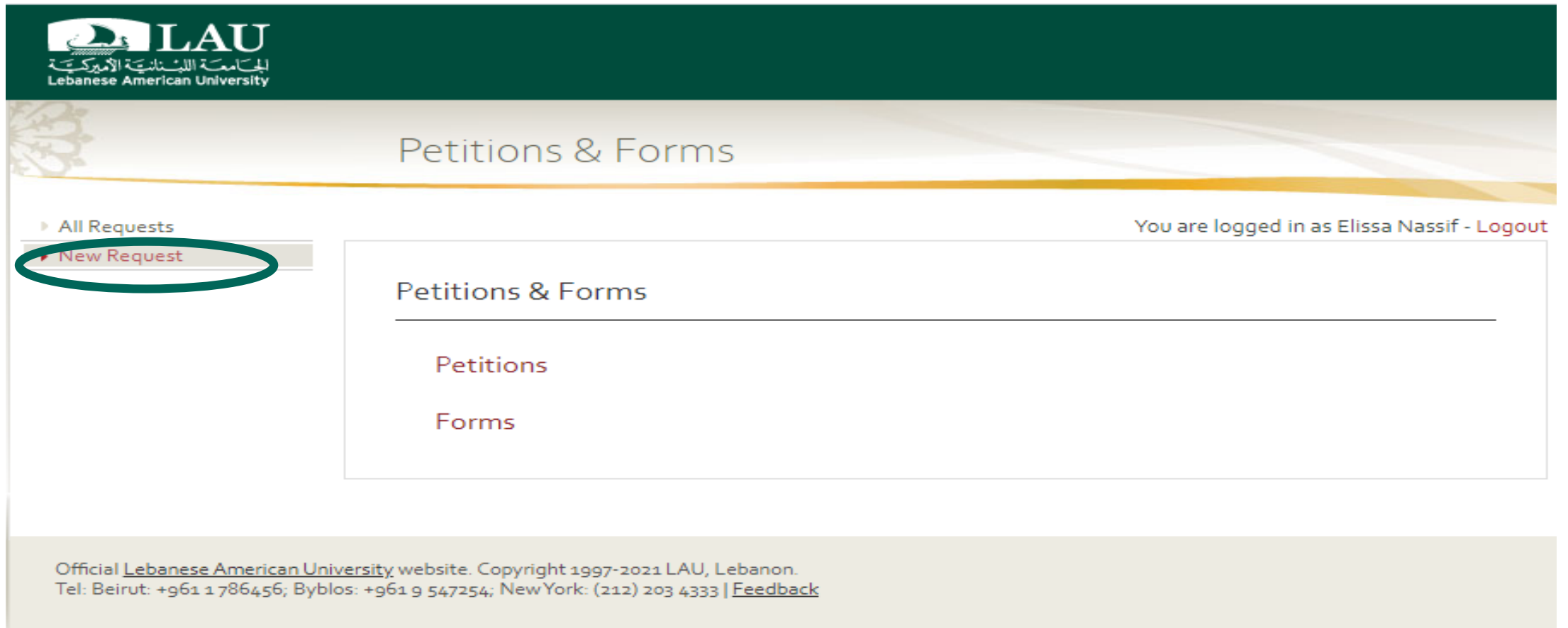
Conditions:

- If you have not registered for two consecutive semesters or more you will be charged a reactivation fee of \$85 or LL129,000.
- If you have a financial hold, please contact the Business Office before proceeding with the request.

/petitionsforms

# PETITIONS

Click on New Request



The screenshot shows the LAU (Lebanese American University) website's 'Petitions & Forms' section. The header is dark green with the LAU logo and name in Arabic and English. Below the header, the page title 'Petitions & Forms' is displayed. On the left, a navigation menu lists 'All Requests' and 'New Request', with 'New Request' highlighted by a green circle. On the right, a user login status indicates 'You are logged in as Elissa Nassif - Logout'. The main content area, titled 'Petitions & Forms', contains two links: 'Petitions' and 'Forms'. The footer provides contact information for the official LAU website, including phone numbers for Beirut, Byblos, and New York, and a link to the 'Feedback' page.

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Lebanese American University

Petitions & Forms

► All Requests  
► **New Request**

You are logged in as Elissa Nassif - [Logout](#)

Petitions & Forms

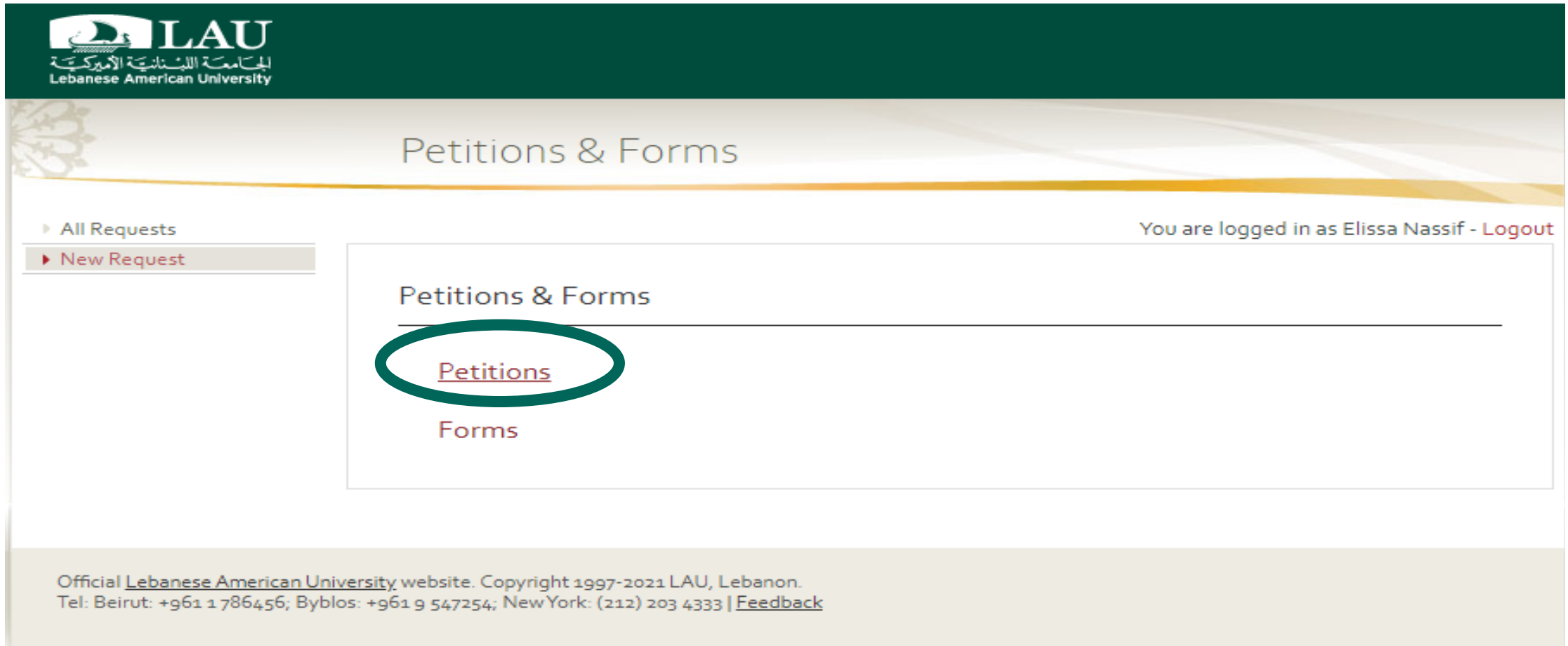
[Petitions](#)

[Forms](#)

Official [Lebanese American University](#) website. Copyright 1997-2021 LAU, Lebanon.  
Tel: Beirut: +961 1 786456; Byblos: +961 9 547254; New York: (212) 203 4333 | [Feedback](#)

# PETITIONS

## Choose Petitions



The screenshot shows the LAU (Lebanese American University) website interface for the 'Petitions & Forms' section. The header is dark green with the LAU logo and name in Arabic and English. Below the header, the main content area has a light beige background with a decorative orange wave. On the left, there is a sidebar with two links: 'All Requests' and 'New Request', the latter being highlighted with a grey background. On the right, the text 'You are logged in as Elissa Nassif - Logout' is displayed. The main content area is titled 'Petitions & Forms' and contains two links: 'Petitions' (underlined and circled in green) and 'Forms'.

**LAU**  
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Lebanese American University

Petitions & Forms

▶ All Requests  
▶ **New Request**

You are logged in as Elissa Nassif - [Logout](#)

Petitions & Forms


[Petitions](#)

[Forms](#)

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Tel: Beirut: +961 1 786456; Byblos: +961 9 547254; New York: (212) 203 4333 | [Feedback](#)

# PETITIONS

## Select the Reason you are applying for a Petition

 **LAU**  
الجامعة اللبنانية الأمريكية  
Lebanese American University

### Petitions & Forms

[▶ All Requests](#)  
[▶ New Request](#)

You are logged in as Elissa Nassif - [Logout](#)

#### Petitions & Forms

##### Petitions

- Approval/Prior-Approval for Transferring courses from other universities (if not within the last 30 credits)
- Break Repeat Rule (Major requirements/University requirements)
- Course Substitution (Major requirements/University requirements)
- Credits Overload petition for Fall/Spring Terms (only if GPA less than 3 & not graduating)
- Extension For Incomplete Deadline (Undergraduate/Graduate)
- Follow New/Old curriculum
- Grace semester for Eligible students



# PETITIONS

As an example, if you select Credits Overload

Petitions & Forms

► All Requests  
► New Request

You are logged in as Elissa Nassif - Logout

### Petitions & Forms


#### Petitions

- Approval/Prior-Approval for Transferring courses from other universities (if not within the last 30 credits)
- Break Repeat Rule (Major requirements/University requirements)
- Course Substitution (Major requirements/University requirements)
- Credits Overload petition for Fall/Spring Terms (only if GPA less than 3 & not graduating)
  - Instructions:
    1. You can register for the additional credits during the Drop & Add period.
  - [Click here to apply](#)
- Extension For Incomplete Deadline (Undergraduate/Graduate)
- Follow New/Old curriculum
- Grace semester for Eligible students

/mainRequest.php?getRequestURL=true...

# PETITIONS

Fill the Required Information, Provide Justification, Attach Supporting Documents and Submit the Form

**Lebanese American University**

Student ID	201600680		
Student Name	Elissa Antoine Nassif		
Major	Civil & Environment Engg		
Program	MSE in Civil & Environ. Eng'g		
Mobile No.	<div></div>		
Date	2/18/2021		
Term	Spring 2021		

**Credits Overload petition for Fall/Spring Terms (only if GPA less than 3 & not graduating)**

Request to register a total of:

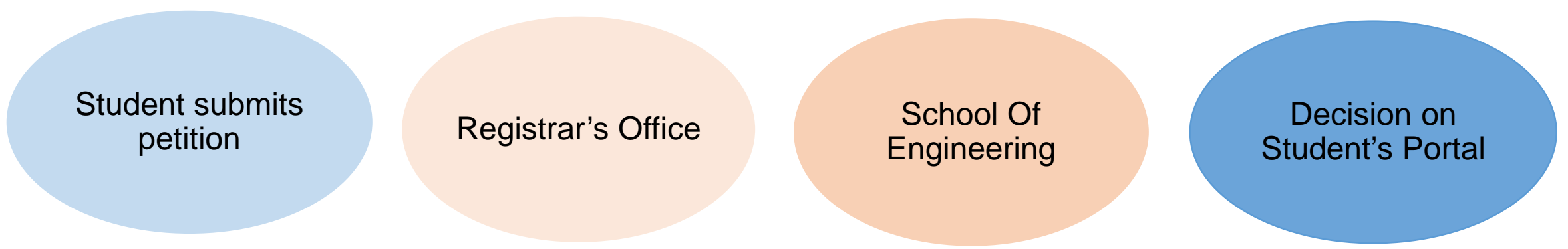
Number of Credits *	3	Term	Spring 2021
Provide justification for the petition	Graduation this semester.		

Attach Supporting Document

# PETITIONS

---

## The PROCESS



```
graph LR; A([Student submits petition]) --> B([Registrar's Office]); B --> C([School Of Engineering]); C --> D([Decision on Student's Portal]);
```

Student submits petition

Registrar's Office

School Of Engineering

Decision on Student's Portal

The decision might take time, **BE PATIENT**

Check your petition **STATUS** on your **PORTAL**

To follow up on your petition you may contact the SOE Support [soesupport@lau.edu.lb](mailto:soesupport@lau.edu.lb)

---

# PETITIONS

---

If your Petition is **REJECTED** → Contact your Advisor for an alternative plan or if you can appeal

If your Petition is **APPROVED** → You can Proceed with your request

---

# PROFESSIONAL EXPERIENCE

---

- **GUIDELINES**

Current Internship Guidelines are found on the following link

<https://soe.lau.edu.lb/resources/InternshipGuidelines.pdf>

*New guidelines are being implemented and will be shared with you soon*

- Prior starting an internship, contact the Career and placement officer and your related department office to get approval on the company where you will complete the 8 weeks internship.
  - In case you were unable to secure an internship, contact the career and placement officer, Ms. Nicole Bou Farhat, via email to help you secure one (nicole.boufarhat@lau.edu.lb)
-

# RESIDENCY REQUIREMENTS

---

Engineering  
Degree  
requirements  
to enter the  
**ORDER OF  
ENGINEERS**

5 Years = 10 Regular Semesters

4 Years = 8 Regular Semesters + 3 Summers

9 Regular Semesters + 2 Summers

Fall and Spring count as regular semester EVEN if you register only 1 cr. in this semester, Summer counts as one Semester as well.

For additional information, please contact the SOE Dean's office [SOEsupport@lau.edu.lb](mailto:SOEsupport@lau.edu.lb)

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# CONTACT THE SCHOOL

SOE Dean's office [SOEsupport@lau.edu.lb](mailto:SOEsupport@lau.edu.lb), ELRC 6105E, ext. 2236

Career placement officer [career.soe@lau.edu.lb](mailto:career.soe@lau.edu.lb), ELRC 6105K ext. 2534

## Departmental emails

### ▪ **Byblos Campus:**

[cie\\_department@lau.edu.lb](mailto:cie_department@lau.edu.lb), Bassil 309,ext. 2483 for CIE students

[pte.program@lau.edu.lb](mailto:pte.program@lau.edu.lb), Bassil 309,ext. 2483 for PTE students

[che.program@lau.edu.lb](mailto:che.program@lau.edu.lb), Bassil 309,ext. 2483 for CHE students

[ece\\_department@lau.edu.lb](mailto:ece_department@lau.edu.lb), Bassil 109,ext. 2451 for ELE, COE and MCE students

[ime\\_department@lau.edu.lb](mailto:ime_department@lau.edu.lb), Bassil 209,ext. 2894 for INE and MEE students

### ▪ **Beirut Campus:**

[soebeirutoffice@lau.edu.lb](mailto:soebeirutoffice@lau.edu.lb), Gazaeeri Building 11th floor, Room GB 1125, Ext. 1532 for first and second year of all SOE majors.

# Thank You

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