

School of Engineering

Frequently Asked Questions Fall 2024

TOPICS

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

ACADEMIC CALENDAR

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/>
 - An email is sent at the beginning of each new semester
-

ACADEMIC CALENDAR

Important Timeline to follow

- 1st phase:

Advising

Registration

- 2nd Phase (*for students who missed the 1st phase*)

Late Advising

Late Registration (*late registrations fees apply*)

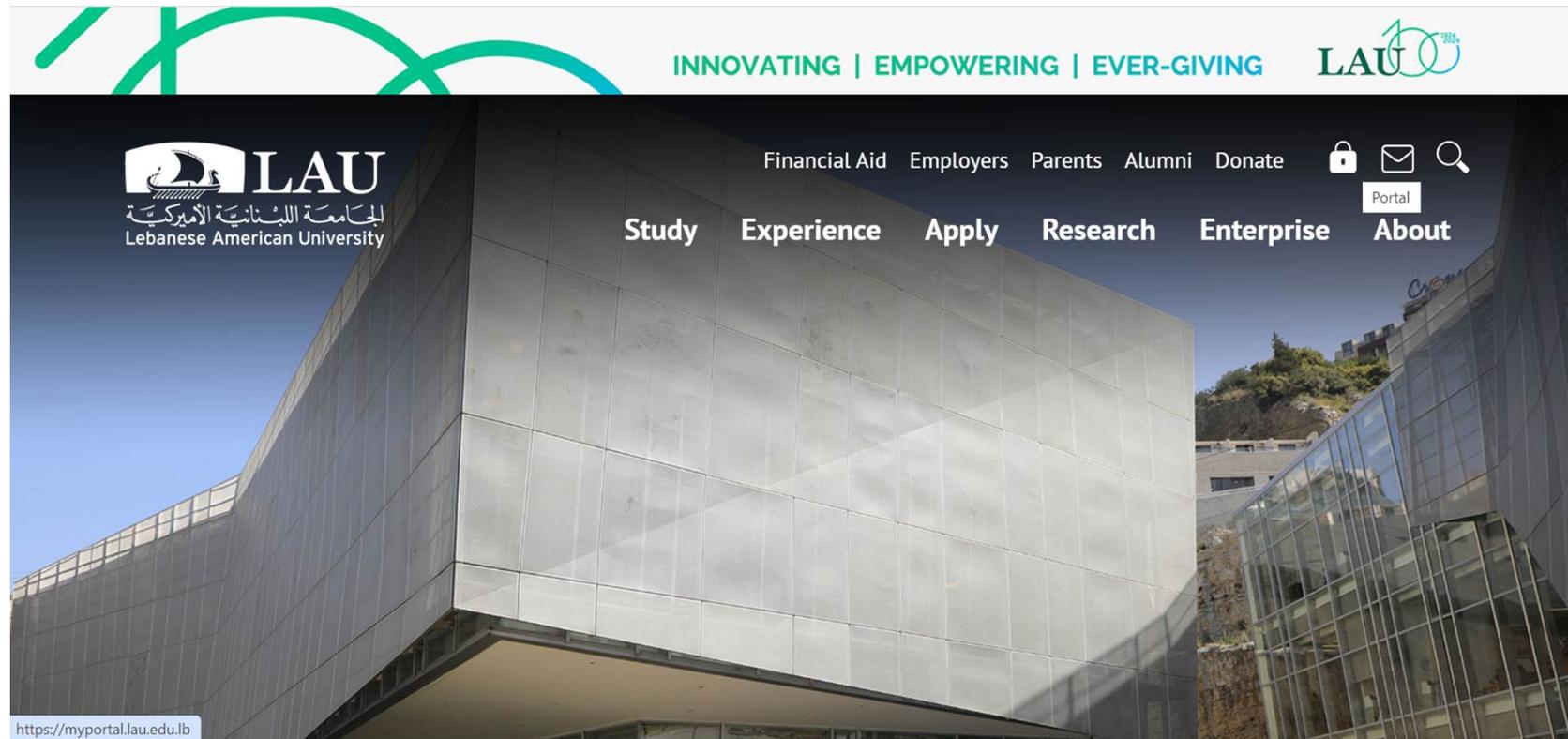
- Drop and Add - during the 1st week of the semester

- Add by Force – during the last 2 days of the drop/add period

ADVISING

How to find your advisor

Go to the LAU Website and click on Portal



ADVISING

Enter your Credentials

Sign in

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

Username

charbel.nassif

Password

●●●●●●●●●●●●●●●●

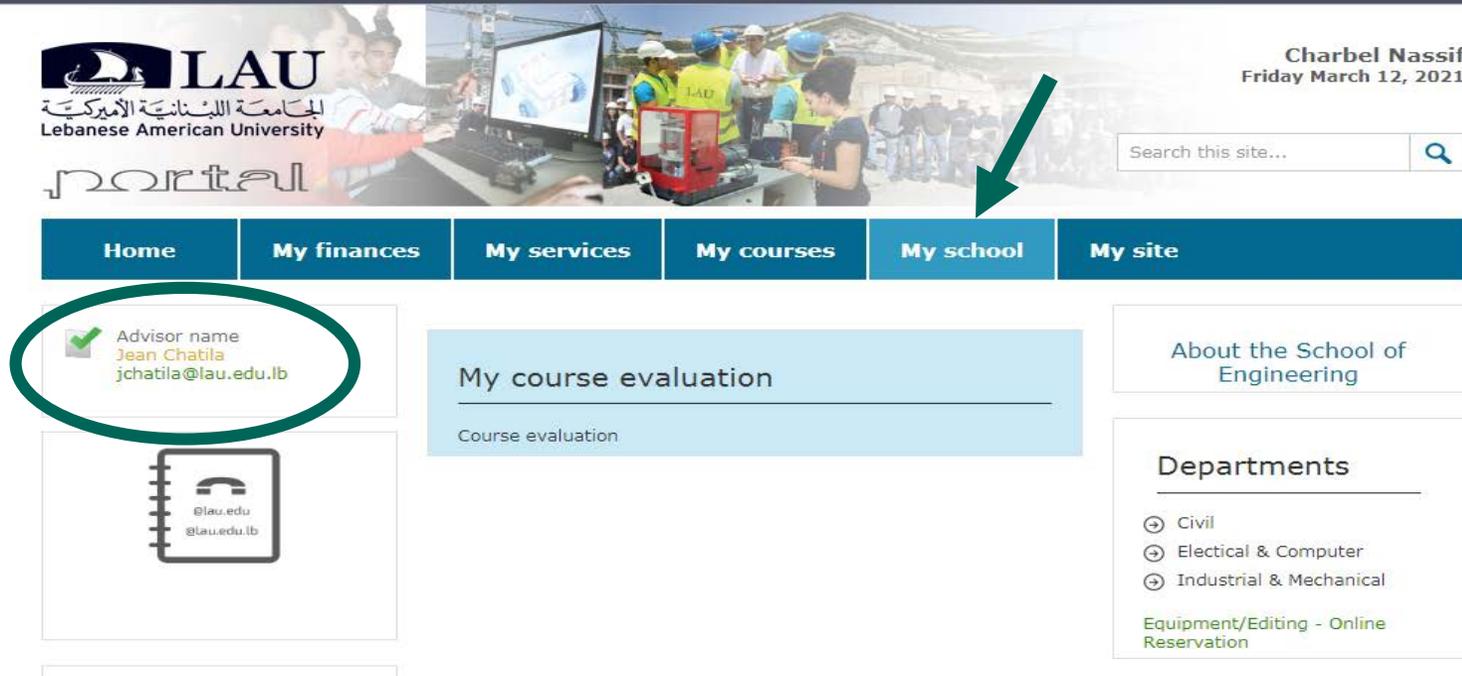
[Forgot?](#)

Log In

ADVISING

How to find your advisor

- Click on My School, your Advisor Name will appear on the left



The screenshot shows the LAU portal interface. At the top left is the LAU logo with the text 'Lebanese American University' and 'portal'. On the right, the user's name 'Charbel Nassif' and the date 'Friday March 12, 2021' are displayed. A search bar is located below the date. A navigation menu at the top contains tabs for 'Home', 'My finances', 'My services', 'My courses', 'My school', and 'My site'. The 'My school' tab is highlighted in blue. Below the navigation menu, a green arrow points to the 'My school' tab. On the left side of the page, a box displays the advisor's information: a green checkmark icon, the text 'Advisor name', 'Jean Chatila', and 'jchatila@lau.edu.lb'. This box is circled in green. Below this box is a social media icon for '@lau.edu' and '@lau.edu.lb'. In the center of the page, there is a section titled 'My course evaluation' with a sub-section 'Course evaluation'. On the right side, there are two additional sections: 'About the School of Engineering' and 'Departments', which lists 'Civil', 'Electical & Computer', and 'Industrial & Mechanical'.

ADVISING

How to find your advisor

For the first year, the academic advising office will handle your advising and registration phases

Starting your second year, you will find the name of your faculty advisor on the left side

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

ADVISING

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

[COURSE MAP MECHANICAL ENGINEERING](#)

INE
Students

[COURSE MAP INDUSTRIAL ENGINEERING](#)

CIE
Students

[COURSE MAP CIVIL ENGINEERING](#)

CHE
Students

[COURSE MAP CHEMICAL ENGINEERING](#)

PTE
Students

[COURSE MAP PETROLEUM ENGINEERING](#)

COE
Students

[COURSE MAP COMPUTER ENGINEERING](#)

ELE
Students

[COURSE MAP ELECTRICAL ENGINEERING](#)

MCE
Students

[COURSE MAP MECHATRONICS ENGINEERING](#)

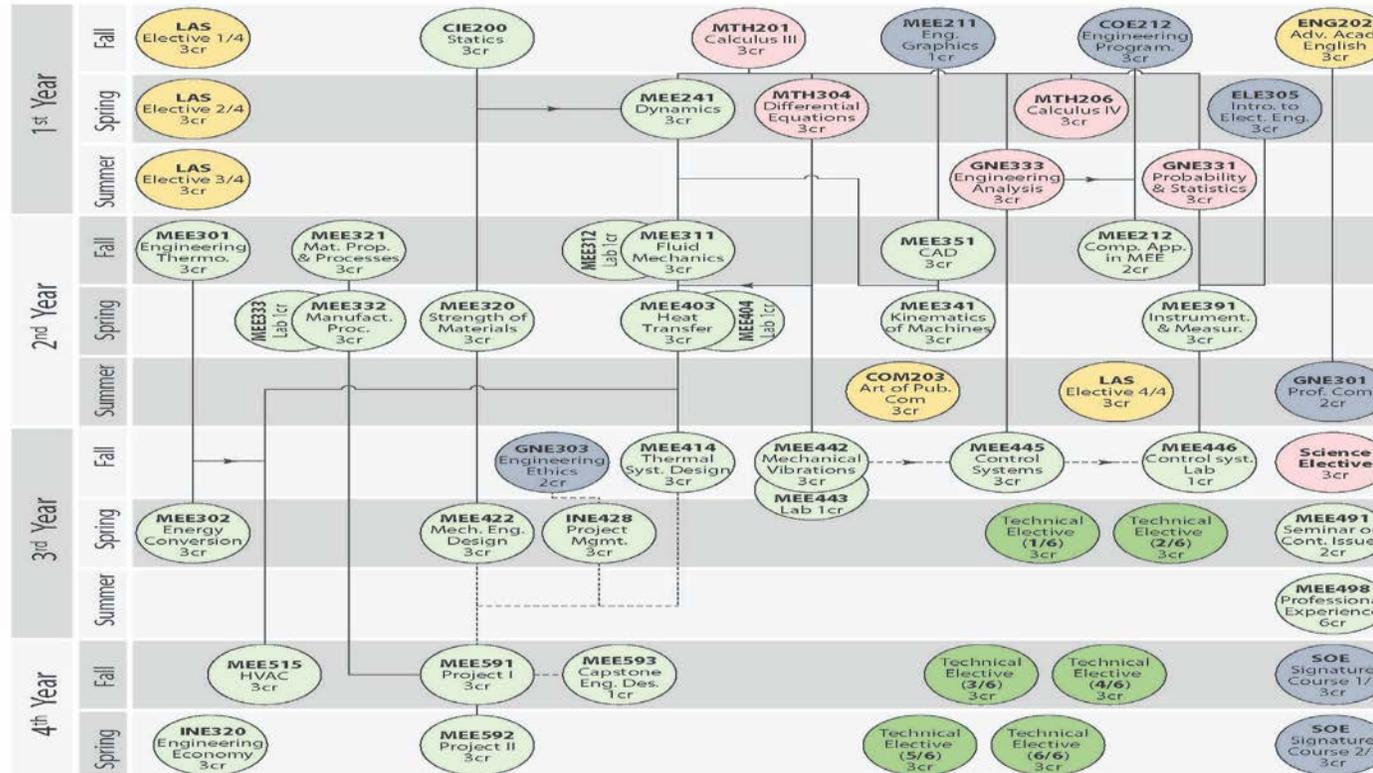
ADVISING

Samples of Course Maps



ADVISING

Flow Chart Mechanical Engineering Program



LAS courses - Curriculum Z - Effective Fall 2022

- 1 - Digital Cultures Courses (3 credits)
- 2 - Change Makers Courses (6 credits)
- 3 - LAS Free Elective, Arts & Humanities (3 credits)

LAS courses - Curriculum A - Prior to Fall 2022

- 1 - Fine Arts, Communication Arts, Music Appreciation, Theater (3 cr.)
- 2 - Cultural Studies, History, Philosophy, and Religion (3 cr.)
- 3 - English, Arabic Language & Literature (3 cr.)
- 4 - Social Sciences (3 cr.)

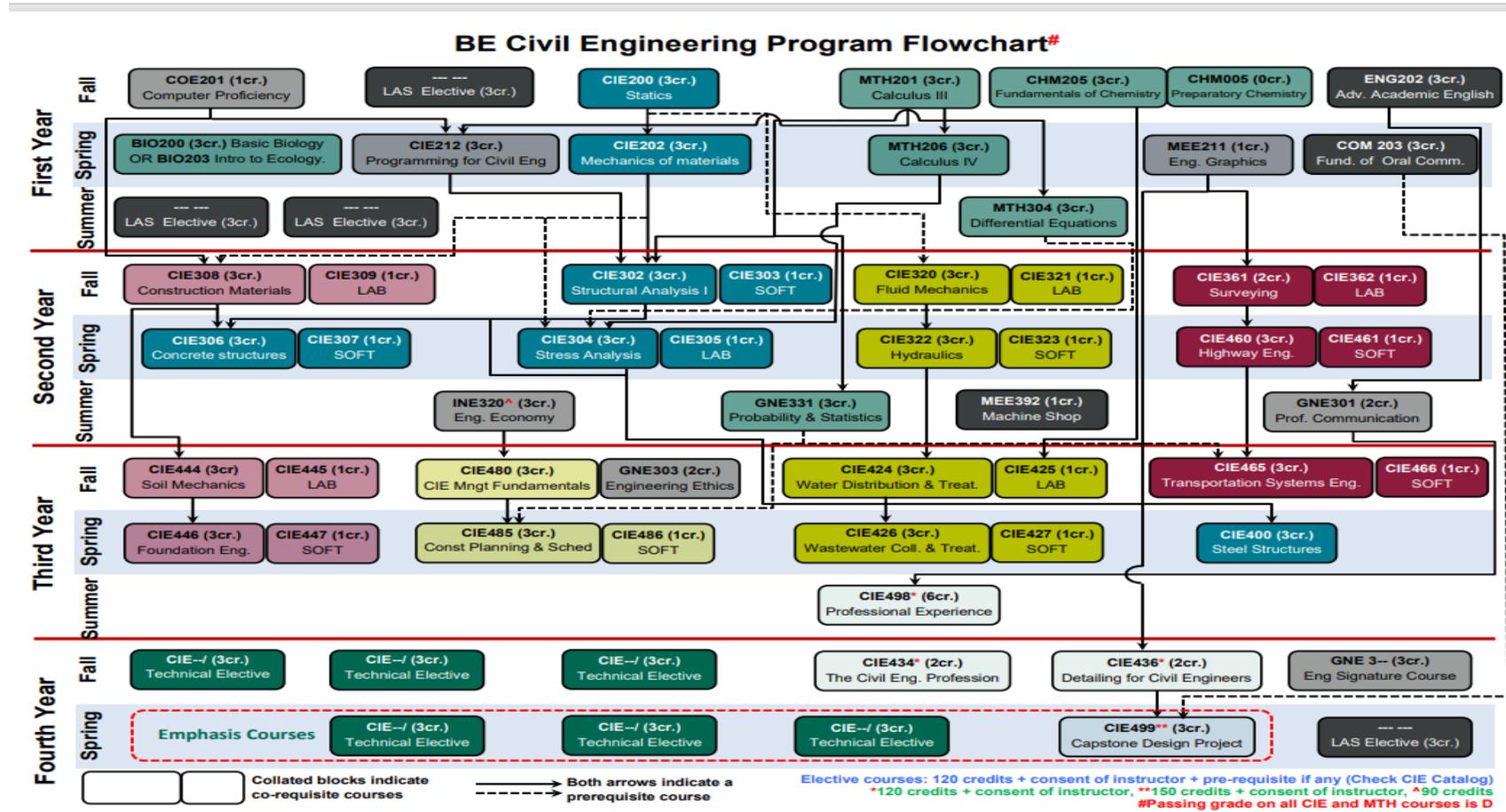
Science Elective

- AST200 - Introduction to Astronomy (3 cr.)
- BIO201 - General Biology I (4 cr.)
- CHM201 - Chemical Principles (3 cr.)
- CHM205 - Fundamentals of Chemistry (3 cr.)
- ENV200 - Introduction to Environmental Science (3 cr.)
- PHY201 - Electricity and Magnetism (4 cr.)

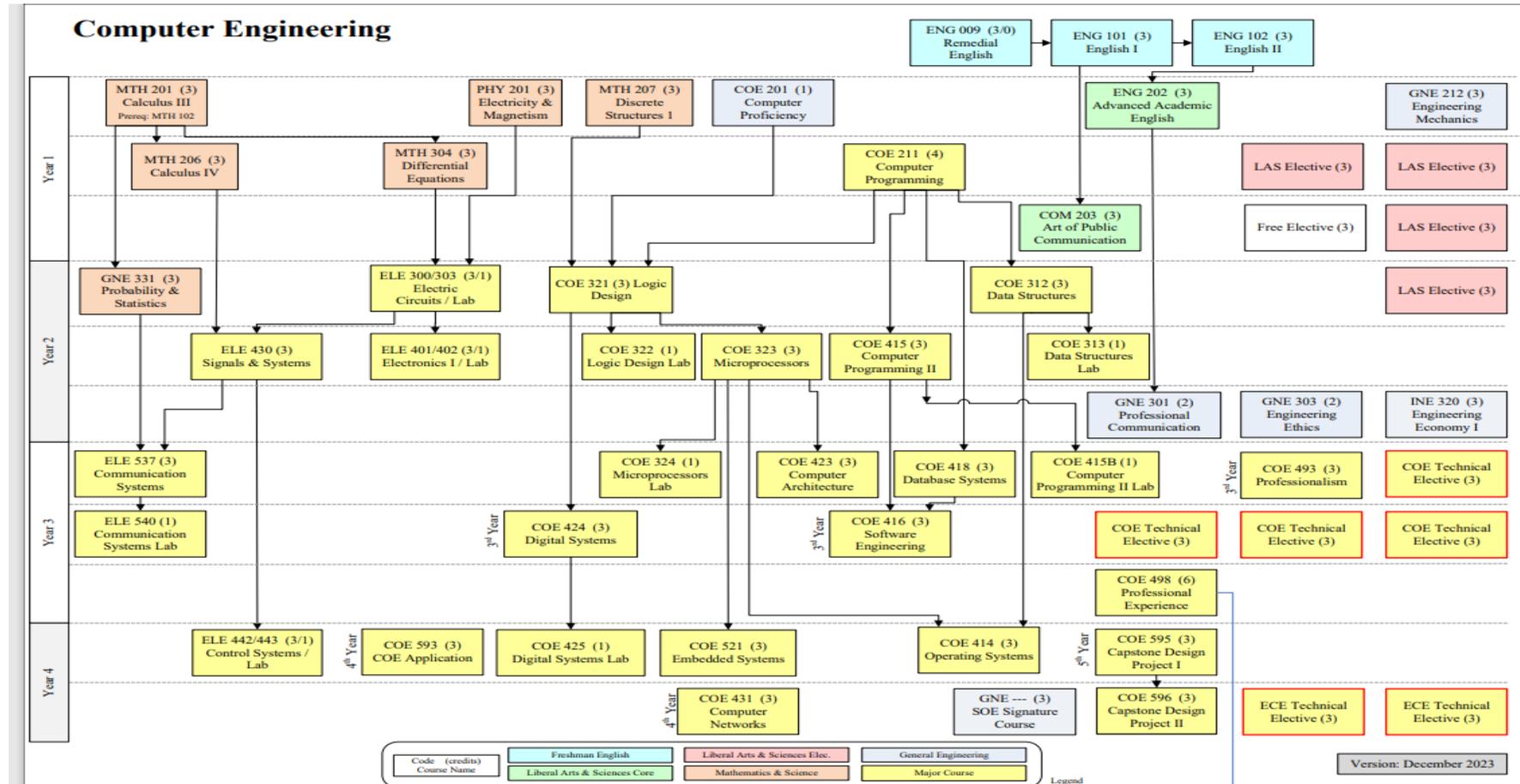
———— Prerequisite
 - - - - - Corequisite

All Labs have GNE331 prerequisite except for MEE312

ADVISING



ADVISING



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	Location	Attribute
													Cap	Act	Rem	Cap	Act	Rem		(MM/DD)		
<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

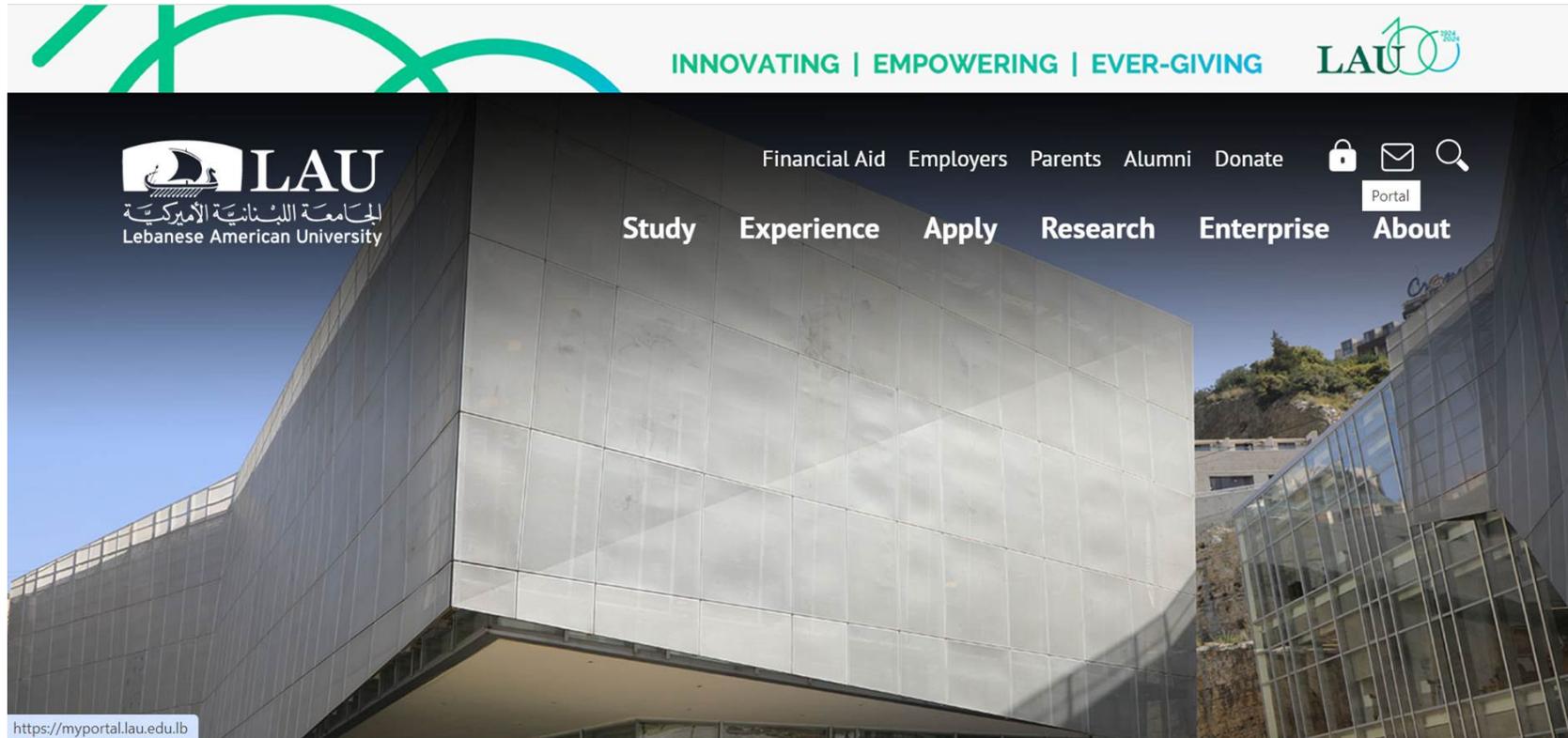
What is a Degree Evaluation

- 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

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 portal interface. At the top left is the LAU logo with the text 'Lebanese American University' and 'portal'. At the top right, it displays the user name 'Charbel Nassif' and the date 'Tuesday May 18, 2021'. A search bar is located below the user information. A navigation menu contains the following items: Home, My finances, My services, My courses (highlighted with a green arrow), My school, and My site. Below the navigation menu, there are three main content areas: 1. 'LAU COVID-19 protocols' on the left. 2. 'Academic & Events Calendar' in the center, which includes a calendar for May 2021 and a list of events: 'Spring 2021 final exams' (May 17), 'Classes end for medical students year IV (AY 2020-2021)' (May 21), and 'Explore Your Major: Nursing' (May 21). 3. 'Fall 2020 Student Council page' on the right. Below the calendar, there is a 'Cafeteria' section with a fork and plate icon and the text 'Cafeteria is closed for the time being'. At the bottom right, there is an 'NSSE' logo and 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

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

Spring 2021 final exams
MAY 17

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

Explore Your Major: Nursing
MAY 21

Fall 2020 Student Council page

Cafeteria

Cafeteria is closed for the time being

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

CPA

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		CIE202
CIE212	Programming for Civil Eng. TR 09:30- 10:20	Mazen Tabbara	Online / ONL	31		CIE212
CIE212	Programming for Civil Eng. T 12:30- 14:10	Mazen Tabbara	Online / ONL	32		CIE212
ENG102	Academic English II MWF 13:00- 13:50	Nadia- Gabriella Bhuiyan	Online / ONL	39		ENG102
MEE211	Engineering Graphics F 09:00- 10:50	Namitta Merchak	Eng. Lab. & Research Center /	31		MEE211

My class
Sophomore

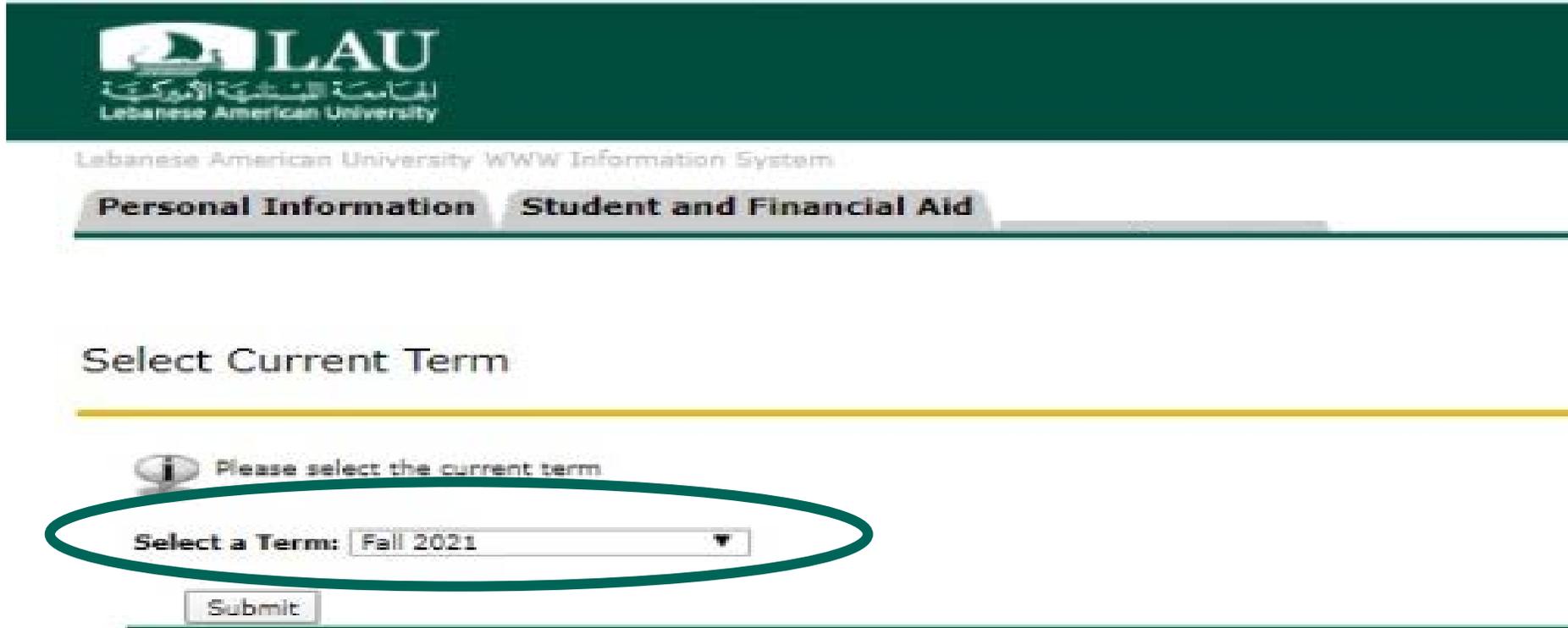
 Registrar's
Office forms

 View my
unofficial
transcript

 Request for
transcript/
certificate
or diploma

ADVISING

Select the Term and Submit



The screenshot displays the LAU WWS Information System interface. At the top, the LAU logo and name are visible. Below the logo, the text "Lebanese American University WWW Information System" is present. The interface features two tabs: "Personal Information" and "Student and Financial Aid". The "Student and Financial Aid" tab is active. Underneath, the heading "Select Current Term" is displayed. A yellow horizontal line separates this heading from the form area. The form contains an information icon and the text "Please select the current term". Below this, there is a dropdown menu labeled "Select a Term:" with "Fall 2021" selected. A green oval highlights the dropdown menu. At the bottom of the form is a "Submit" button.

Lebanese American University WWW Information System

Personal Information **Student and Financial Aid**

Select Current Term

Please select the current term

Select a Term:

Submit

ADVISING

Choose: Generate New Evaluation



Lebanese 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](#)

Colleges: [Engineering](#)

Degree: [Bachelor of Engineering](#)

First Major: [Civil Engineering](#)

Department: [Civil Engineering](#)

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

ADVISING

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



The screenshot shows the LAU Student and Financial Aid system interface. At the top left is the LAU logo. Below it, there are two tabs: "Personal Information" and "Student and Financial Aid". On the right side, there are links for "SITE MAP", "HELP", and "EXIT". The main heading is "Generate New Evaluation". Below this, there is a paragraph of instructions: "To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request." Underneath, there 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, there 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

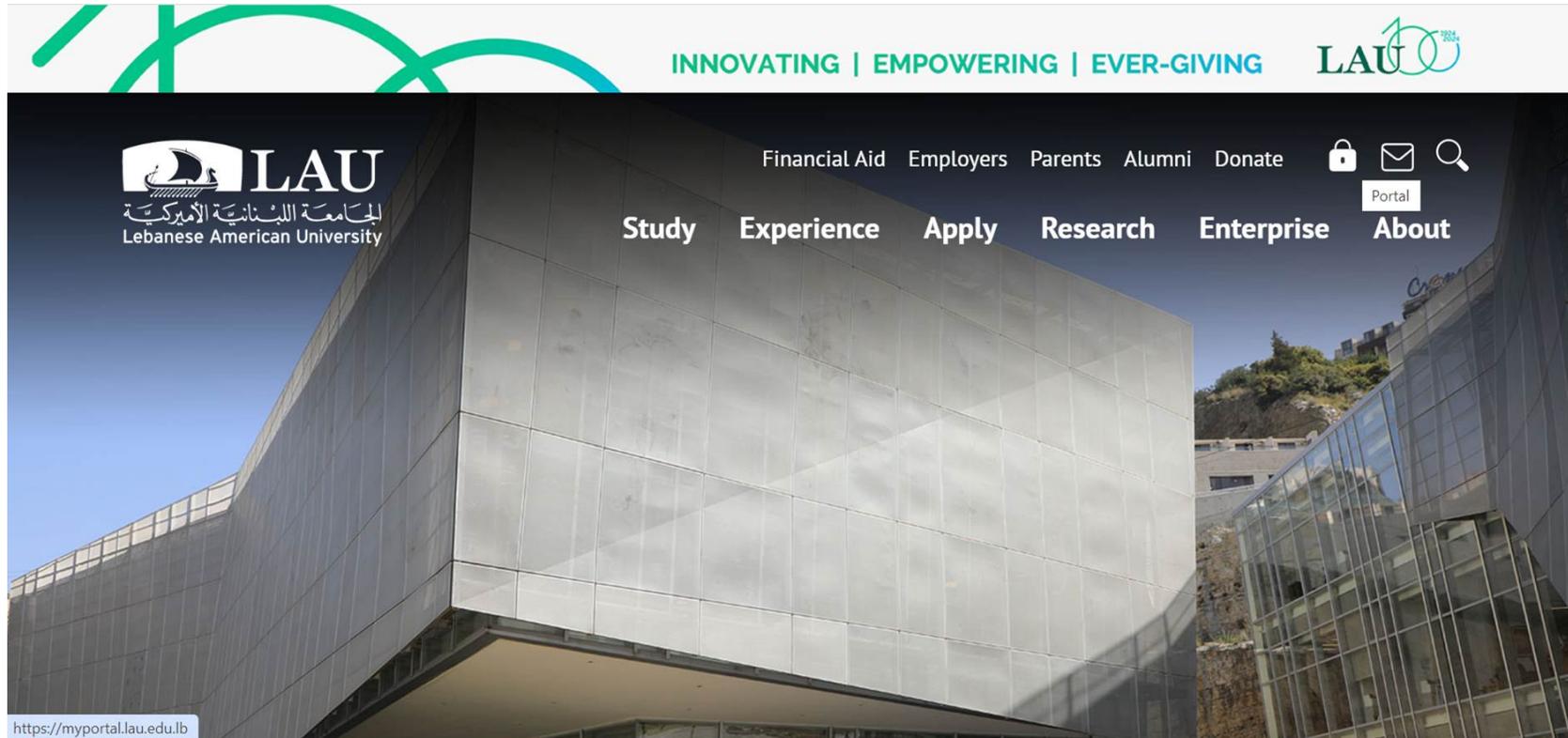
** Unofficial Degree Evaluation Report **

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

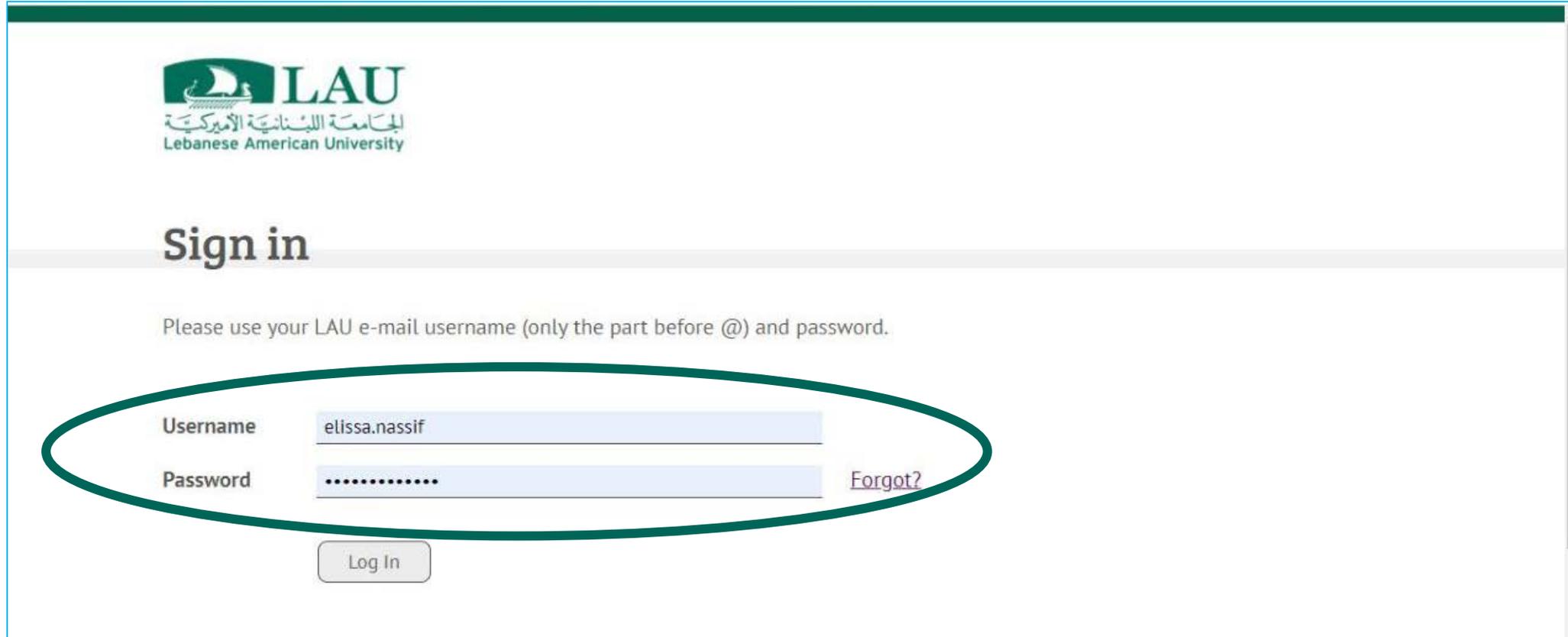
How to fill the Advising form

Go to the LAU Website and click on Portal



ADVISING

Enter your Credentials



The screenshot shows the LAU Sign in page. At the top left is the LAU logo with the text 'LAU' and 'Lebanese American University' in Arabic and English. Below the logo is the heading 'Sign in'. A message reads: 'Please use your LAU e-mail username (only the part before @) and password.' There are two input fields: 'Username' with the value 'elissa.nassif' and 'Password' with masked characters. A 'Forgot?' link is next to the password field. A 'Log In' button is at the bottom. A green oval highlights the input fields.

 LAU
الجامعة اللبنانية الأمريكية
Lebanese American University

Sign in

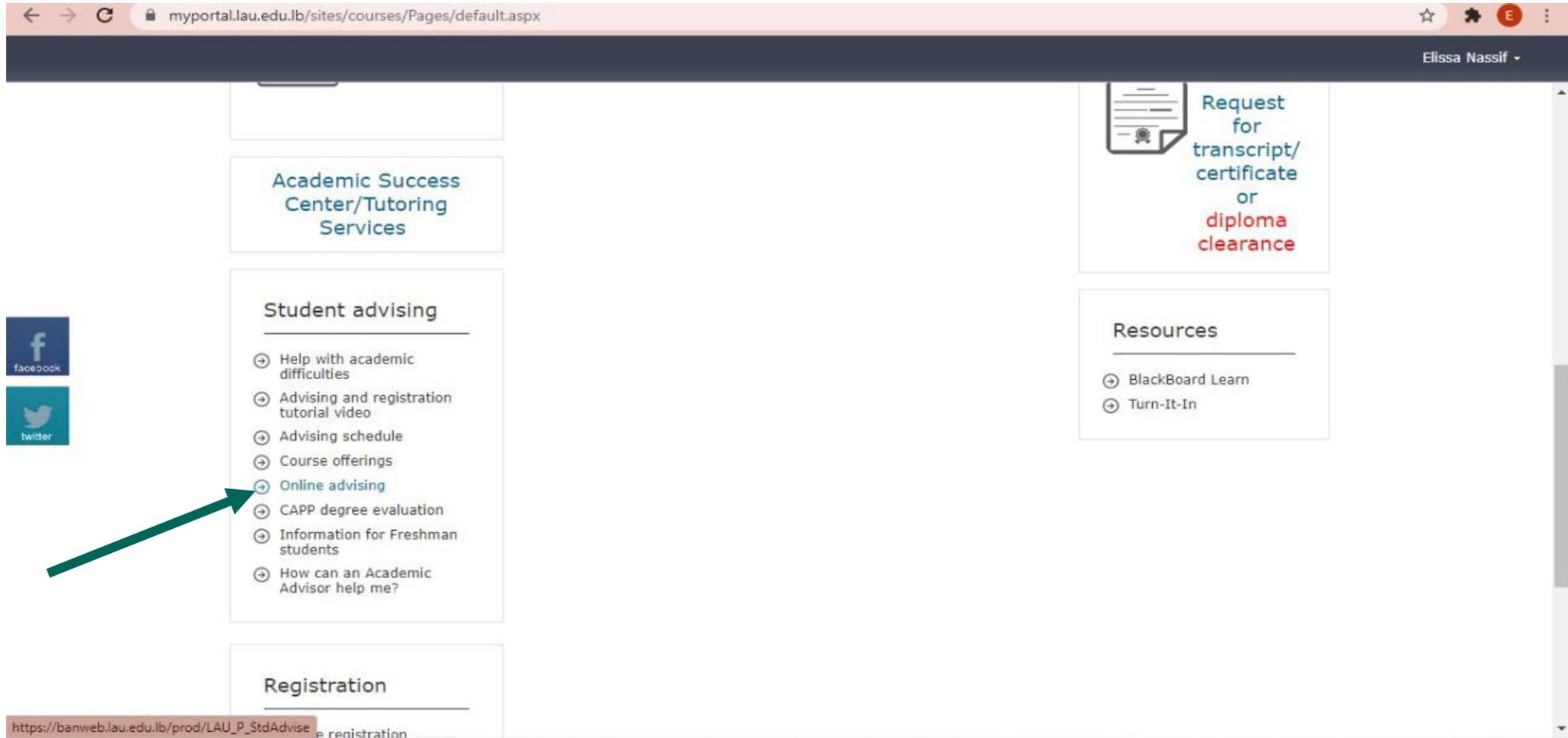
Please use your LAU e-mail username (only the part before @) and password.

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`. The user is logged in as `Elissa Nassif`. The page features several navigation panels:

- 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**
- Request for transcript/certificate or diploma clearance**
- Resources**
 - BlackBoard Learn
 - Turn-It-In

At the bottom left, a partial URL is visible: `https://banweb.lau.edu.lb/prod/LAU_P_StdAdvise`.

ADVISING

Select the Term and submit

LAU
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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:

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

LAU
الجامعة اللبنانية الأمريكية
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
<input type="text" value="CIE200"/> lookup		Add

Send Form for Approval

Student Comments Save Comments

Career Advising

ADVISING

Fill the Advising Form

المملكة اللبنانية الأمريكية
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
<input type="text"/>	<input type="button" value="Save"/>

javascript:_doPostBack('btnsendforapproval','')

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

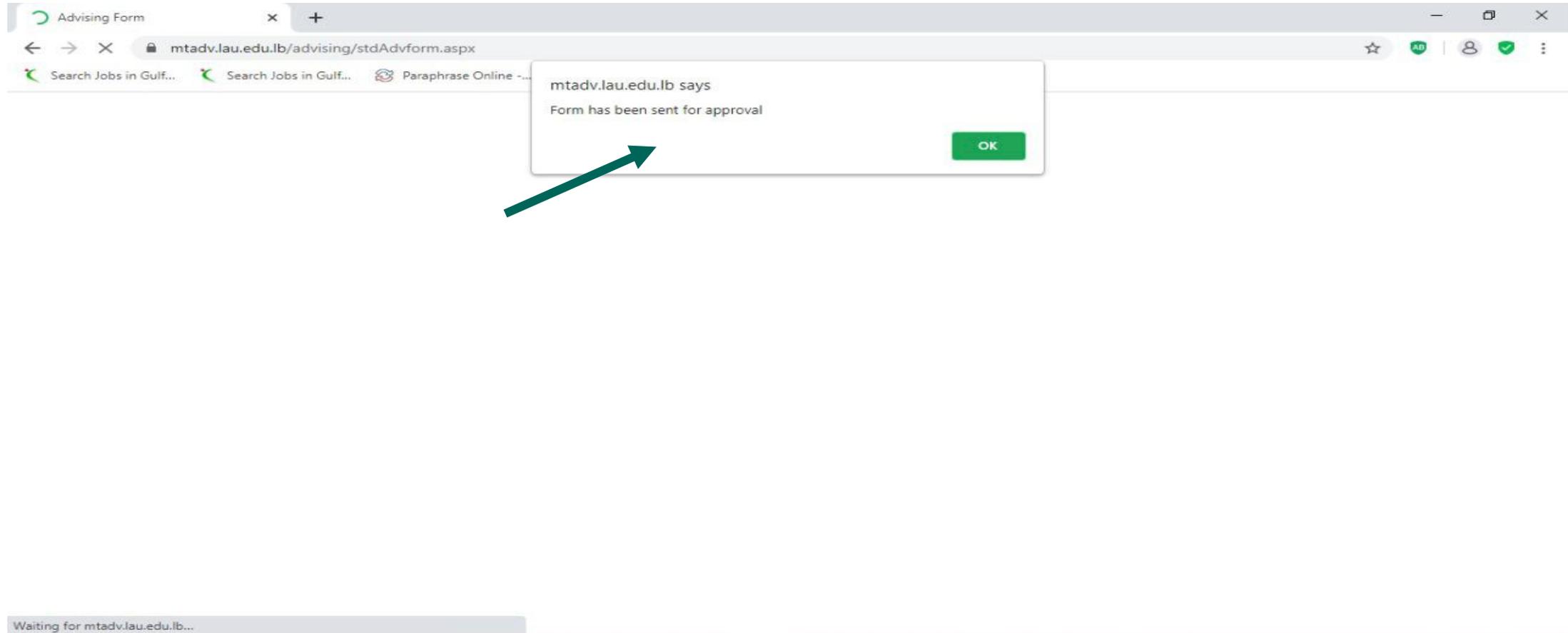
To help in achieving timely and successful registration and academic progress, you are urged to register for the courses in the selection approved by your advisor.

List of advising forms

Date Created	SeqID	Status	Action
19/Nov/2020	1	Approved	Show Create a copy
20/Jan/2021	4	Pending	Show Delete

ADVISING

Request if Approved



ADVISING

- 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.**
-

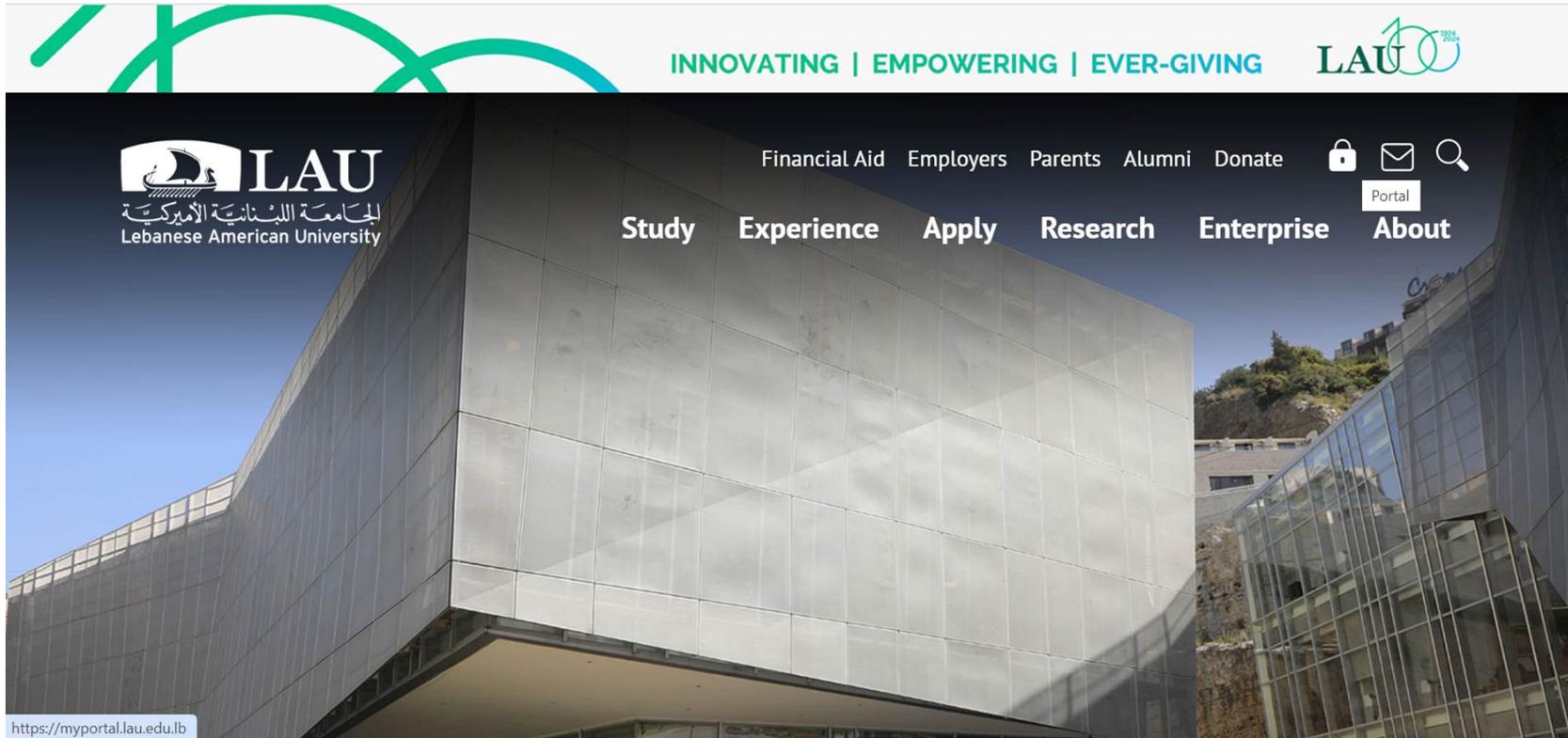
REGISTRATION

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

Enter your Credentials



Sign in

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

Username

Password

[Forgot?](#)

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?

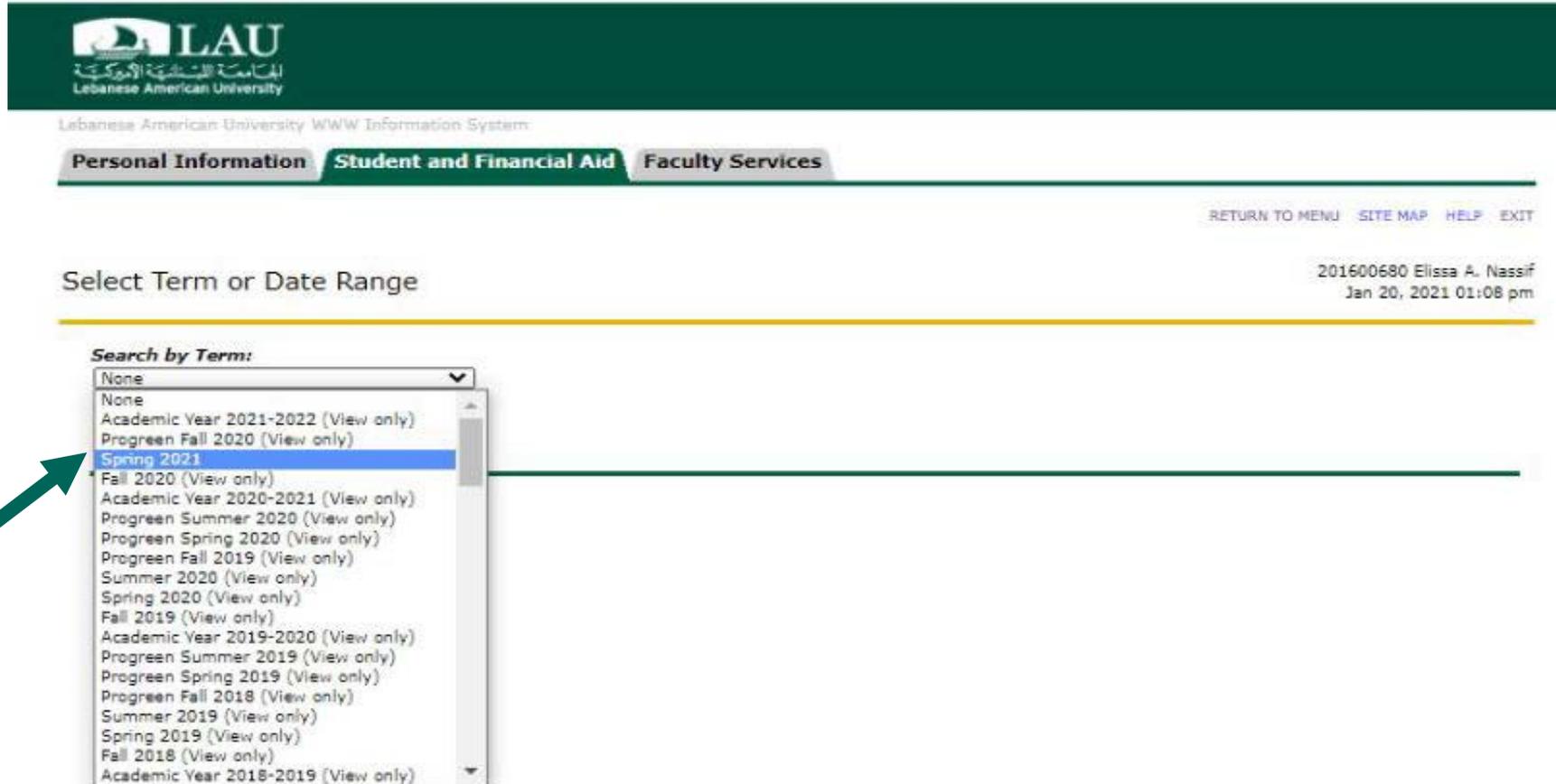
Registration

- **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



The screenshot displays the LAU WWW Information System interface. At the top left is the LAU logo with the text 'Lebanese American University'. Below the logo is the text 'Lebanese American University WWW Information System'. A navigation bar contains three tabs: 'Personal Information', 'Student and Financial Aid', and 'Faculty Services'. On the right side, there are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Select Term or Date Range'. On the right, the user's ID '201600680 Elissa A. Nassif' and the date 'Jan 20, 2021 01:08 pm' are displayed. A dropdown menu titled 'Search by Term:' is open, showing a list of academic terms. A green arrow points to the 'Spring 2021' option, which is highlighted in blue. The list includes terms from 'Academic Year 2021-2022' down to 'Academic Year 2018-2019'.

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

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

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

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

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	View Sections
202	Mechanics of Materials	View Sections
212	Programming for Civil Eng.	View Sections
302	Structural Analysis I	View Sections
304	Stress Analysis	View Sections
305	Stress Analysis - LAB	View Sections
306	Concrete Structures	View Sections
307	Concrete Structures I - SOFT	View Sections
320	Fluid Mechanics	View Sections
321	Fluid Mechanics - LAB	View Sections
322	Hydraulics	View Sections
323	Hydraulics - SOFT	View Sections
400	...	View Sections

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	0	Nayla Fayez Kobrassi (P)	01/18-04/29	ONL ONL	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	0	Christel Raymond Dahdouh (P)	01/18-04/29	ONL ONL	Requirement: 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	0	Jessica Elias Ammar (P)	01/18-04/29	ONL ONL	Requirement: 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	0	Christelle Sayed Frangieh (P)	01/18-04/29	ONL ONL	Requirement: 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	0	Carol Girgi Hanna (P)	01/18-04/29	ONL ONL	Requirement: 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	0	Carol Girgi Hanna (P)	01/18-04/29	ONL ONL	Requirement: 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	0	0	Rita Nicolas Abdelnour (P)	01/18-04/29	ONL ONL	Requirement: 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	0	El Cheikha Ghada Mounif El Hachem (P)	01/18-04/29	ONL ONL	Requirement: Freshman Arts Requirement and Freshman Science Requirement

REGISTRATION

Select the needed CRN and Click on Register

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
<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

Register Add to WorkSheet New Search

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

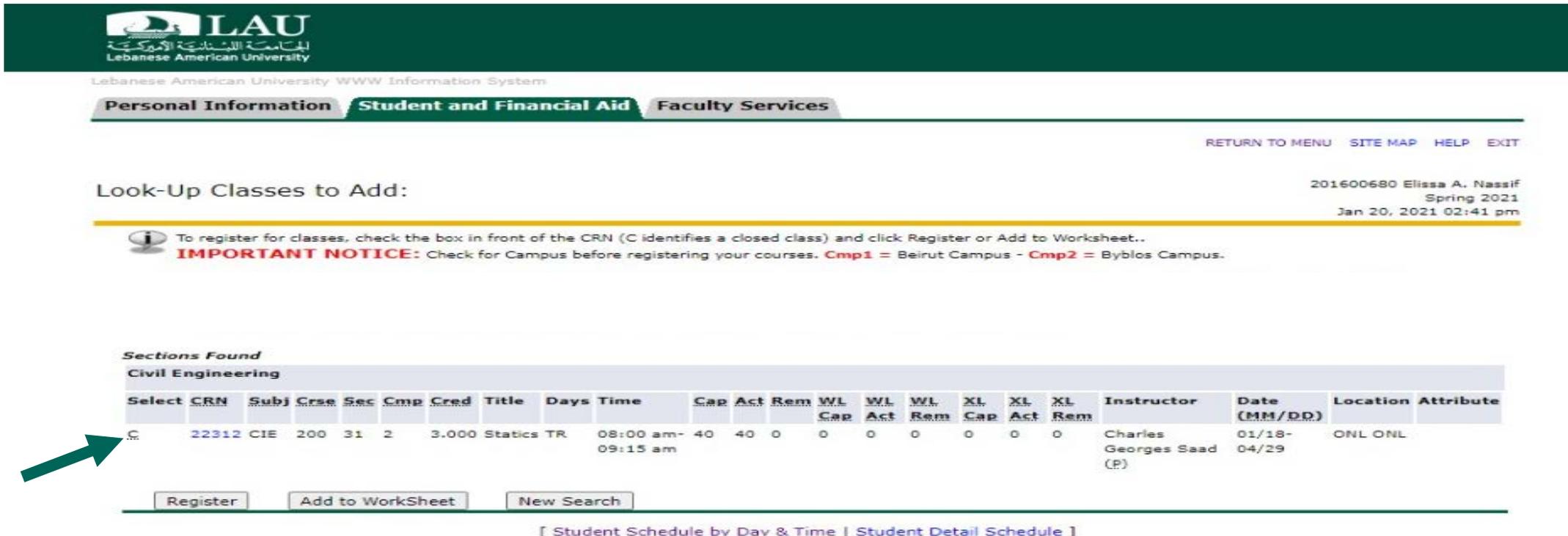
RELEASE: 8.7.1.2

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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



The screenshot shows the LAU registration system interface. At the top, there is a navigation bar with "Personal Information", "Student and Financial Aid", and "Faculty Services". Below this, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". The user's information is displayed as "201600680 Elissa A. Nassif" for "Spring 2021" on "Jan 20, 2021 02:41 pm".

A message states: "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."

The "Sections Found" table is shown below:

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
<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

Below the table are buttons for "Register", "Add to WorkSheet", and "New Search". At the bottom, there are links for "[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 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

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

businessoffice.beirut@lau.edu.lb

Academic Hold – Contact Registrar's office

registrar.byblos@lau.edu.lb

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 ▼

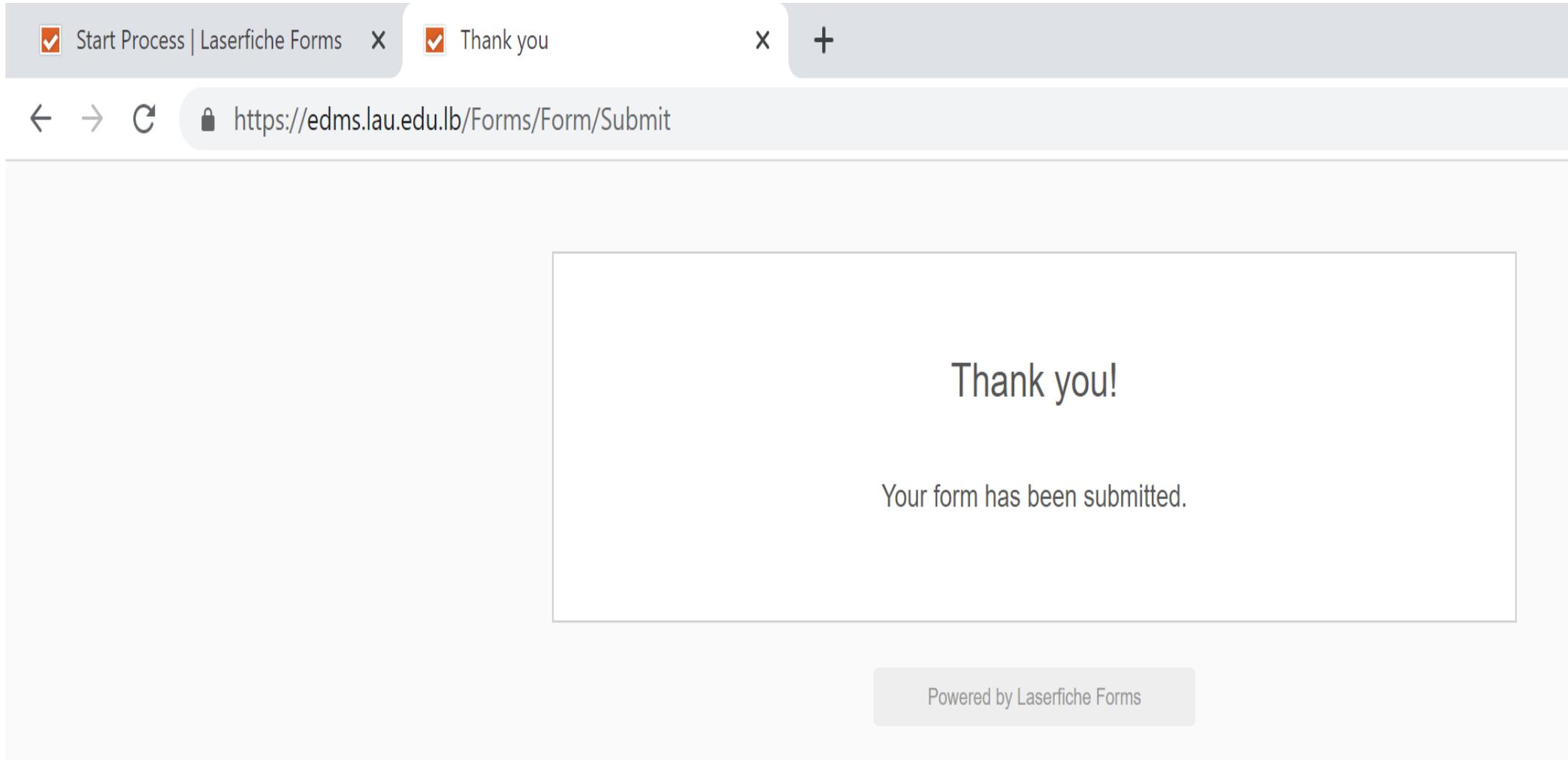
ADD BY FORCE

The image shows a web browser window with a tab titled "New Submission". The address bar shows "au.edu.lb/Forms/Yi6Xr". The page content is titled "Add by Force Request" and contains the following form fields:

- Student ID:** 200601852
- Student Name:** Stephany El Bitar
- School:** Engineering
- Major:** Civil
- Course*:** CIE 427 31 22331 Environmental Enginee
- 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*:** the class is full and need to take the CIE 426 and CIE 427.
- Submit:** A button at the bottom of the form.

Five green arrows point to the following fields: Student ID, Course*, I would like to secure*, Provide a valid rationale as to why you should enroll in this course*, and the Submit button.

ADD BY FORCE



The image shows a browser window with two tabs: 'Start Process | Laserfiche Forms' and 'Thank you'. The address bar displays 'https://edms.lau.edu.lb/Forms/Form/Submit'. The main content area features a large white box with the text 'Thank you!' and 'Your form has been submitted.' Below this box is a button labeled 'Powered by Laserfiche Forms'.

Start Process | Laserfiche Forms x Thank you x +

← → ↻ 🔒 <https://edms.lau.edu.lb/Forms/Form/Submit>

Thank you!

Your form has been submitted.

Powered by Laserfiche Forms

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 x New Submission x Thank you x | +

← → ↻ 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, please contact the relevant department outside the school of Engineering for the course you need to enroll in

ADD BY FORCE

For all **OTHER COURSES**

MTH
BUS
ECO
ENG
CHM
PED...

During the registration period, you will either **receive an email** from the Registrar's office explaining the process for adding a course by force or you can **contact the Academic Staff (other than the SOE)** of the concerned department via email for assistance.

PETITIONS

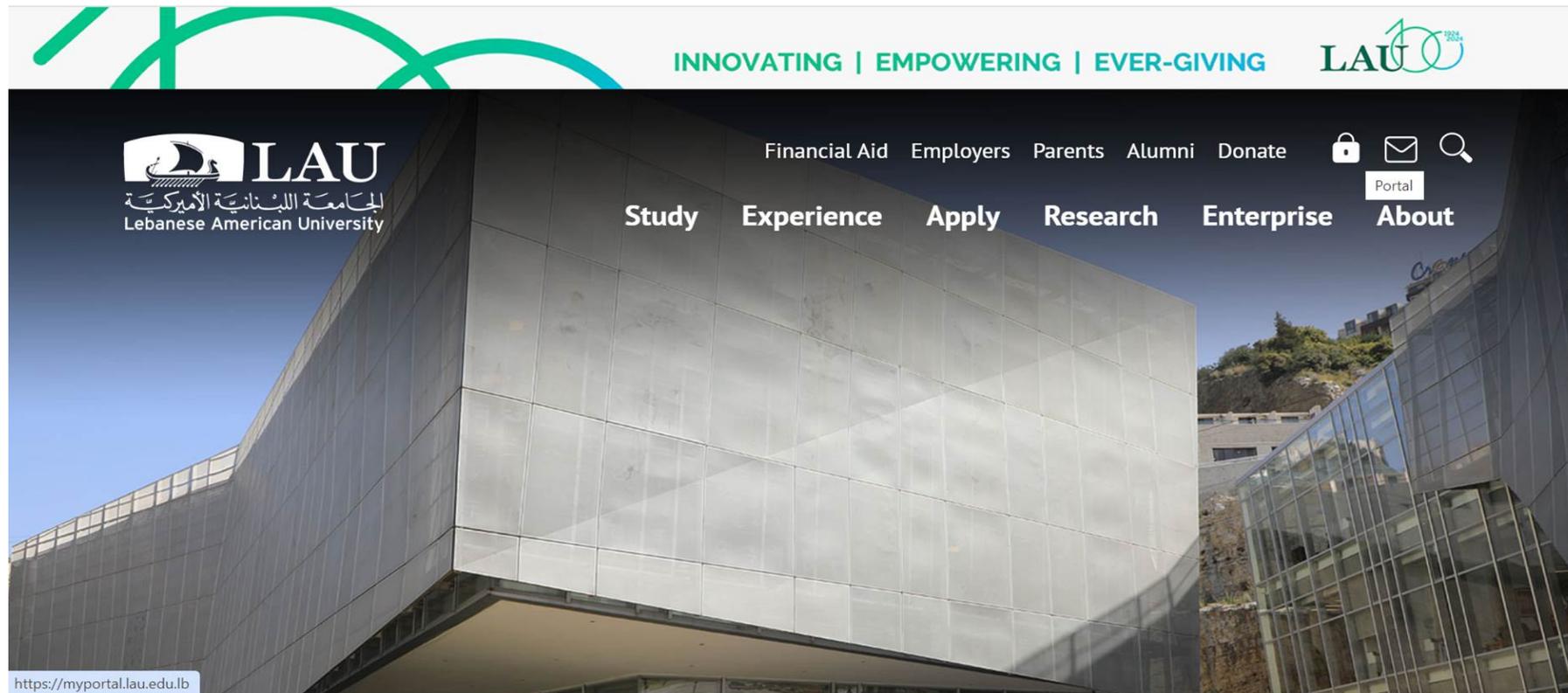
WHEN to apply for a Petition

- 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**

Password [Forgot?](#)

PETITIONS

Go to My Courses

LAU
الجامعة اللبنانية الأمريكية
Lebanese American University

portal

Elissa Nassif
Thursday February 18, 2021

Search this site...

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 (E)	Zakhem Hall / 0509	31		CIE764
INE706	Decision Analysis WF 15:30-16:45	Walid Abillama	Zakhem Hall / 0606	31		INE706

My final exams

My class
2nd Year Graduate

Registrar's Office forms

Transferred Credits

p/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

Search this site...

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

Academic standing
Good Standing

My holds
No holds exist on your record

Terms: Spring 2021

My class
2nd Year Graduate

Registrar's Office forms

Run the CAPP degree evaluation

Course	Title	Instructor	Location	Section	Grade	Site Link
CIE764	Mass Transit Systems TR 09:30-	John Khoury (E)	Zakhem Hall / 0509	31		CIE764

PETITIONS

Select Student Petition Form

portal

Search this site

Home

My finances

My services

My courses

My school

FS Portal

My site

Student Portal - My courses > Registrar's Office Forms

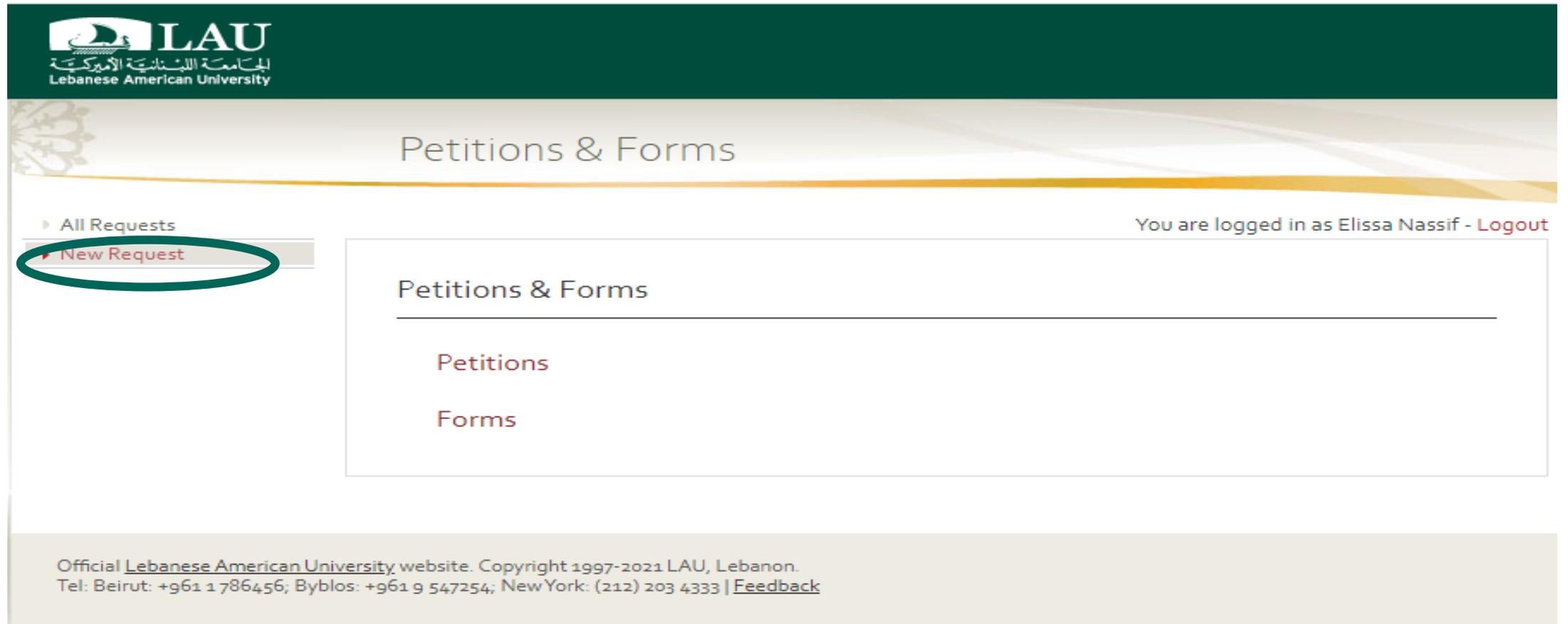
Forms and petitions

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.

PETITIONS

Click on New Request



The screenshot shows the LAU (Lebanese American University) website interface for Petitions & Forms. The top header features the LAU logo and name in Arabic and English. The main content area is titled "Petitions & Forms" and includes a navigation sidebar on the left with two options: "All Requests" and "New Request". The "New Request" option is highlighted with a green circle. In the top right corner of the main content area, it says "You are logged in as Elissa Nassif - Logout". Below the main title, there are two sub-sections: "Petitions" and "Forms". The footer contains contact information for the LAU website, including phone numbers for Beirut, Byblos, and New York, and a link to "Feedback".

LAU
المساحة الأمريكية
Lebanese American University

Petitions & Forms

▶ All Requests
▶ **New Request**

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

Petitions & Forms

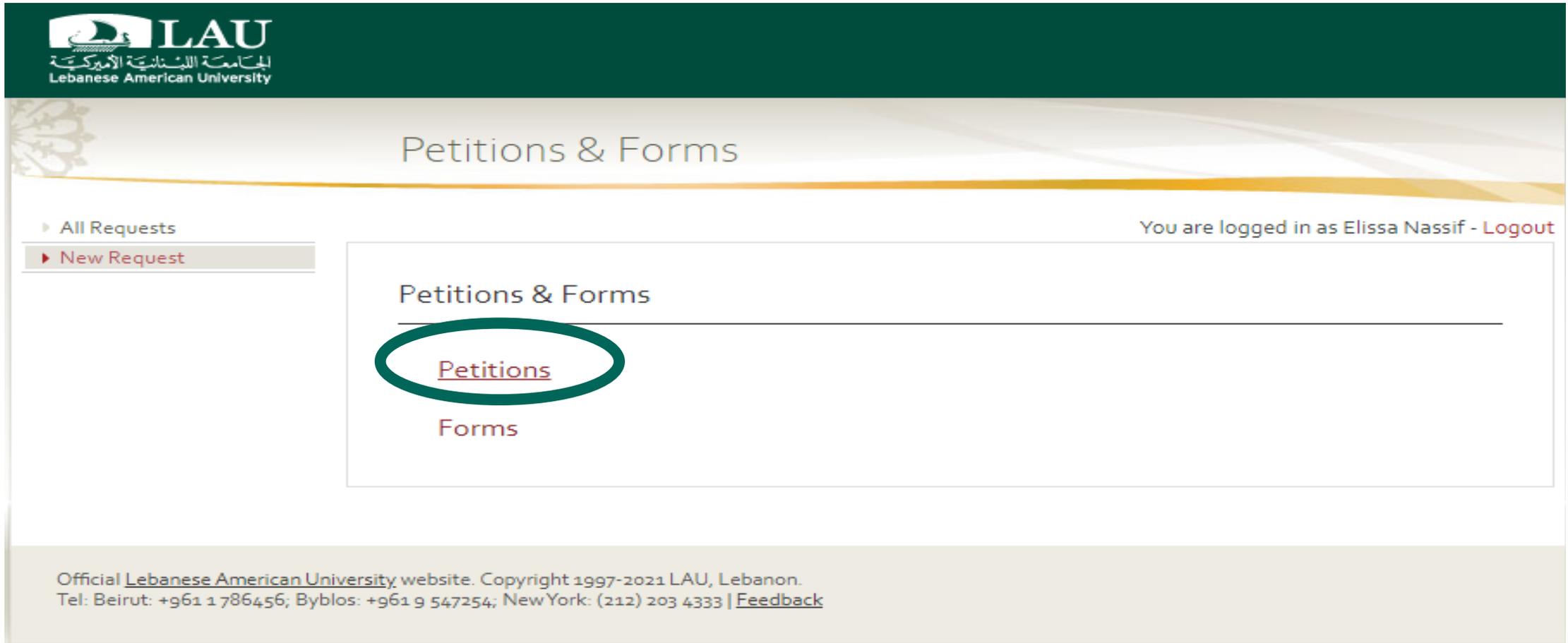
Petitions

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 displays the LAU website interface. At the top left is the LAU logo with the text 'Lebanese American University' and 'الجامعة اللبنانية الأمريكية'. The main header reads 'Petitions & Forms'. On the right, it says 'You are logged in as Elissa Nassif - Logout'. A left sidebar contains 'All Requests' and 'New Request'. The main content area has a sub-header 'Petitions & Forms' followed by a horizontal line. Below the line, the word 'Petitions' is underlined and circled in green, with 'Forms' listed below it. The footer contains contact information and a copyright notice.

LAU
الجامعة اللبنانية الأمريكية
Lebanese American University

Petitions & Forms

You are logged in as Elissa Nassif - Logout

▶ All Requests
▶ New Request

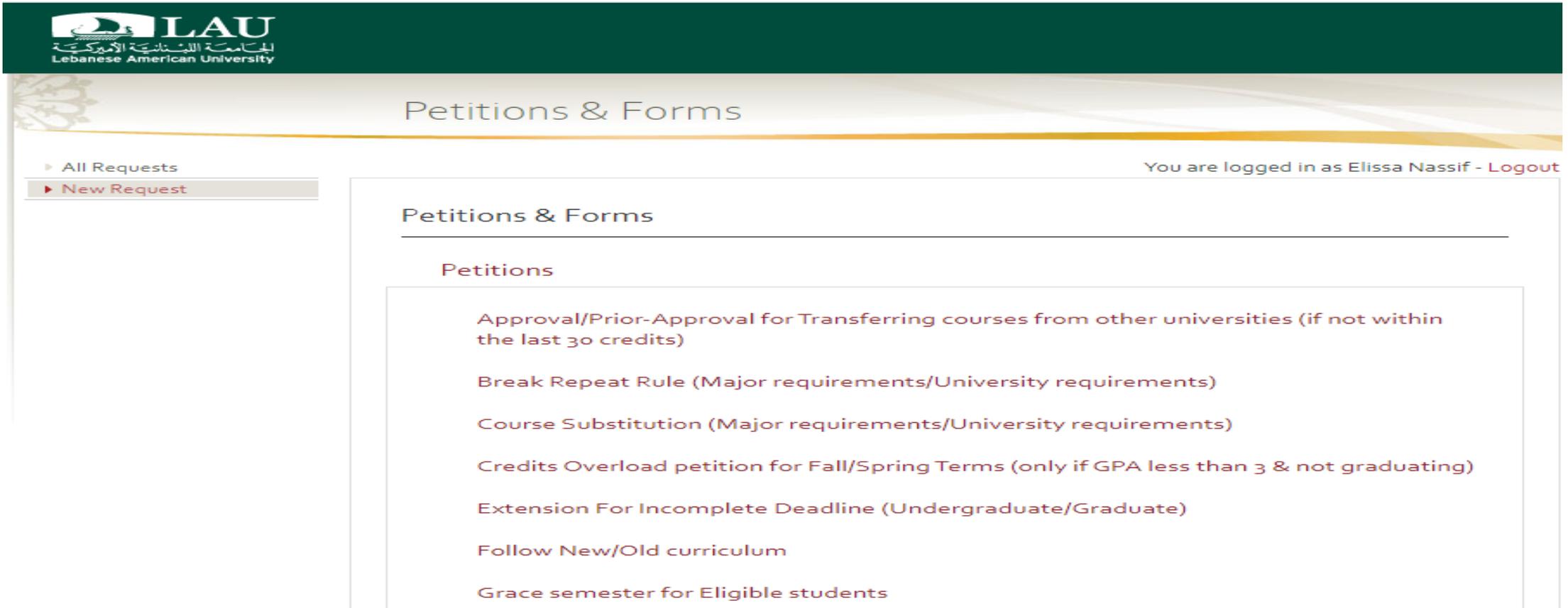
Petitions & Forms

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

Select the Reason you are applying for a Petition



The screenshot displays the LAU (Lebanese American University) Petitions & Forms web application. At the top left is the LAU logo with the text 'LAU الجامعة اللبنانية الأمريكية Lebanese American University'. The main header is 'Petitions & Forms'. On the right, it says 'You are logged in as Elissa Nassif - Logout'. A left sidebar contains navigation links: 'All Requests' and 'New Request'. The main content area is titled 'Petitions & Forms' and lists several petition reasons:

- 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

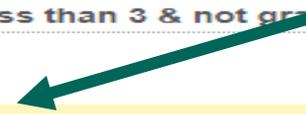
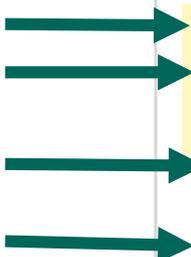
 **Lebanese American University**

Student ID	201600680		
Student Name	Elissa Antoine Nassif		
Major	Civil & Environment Engg		
Program	MSE in Civil & Environ. Eng'g		
Mobile No.	[REDACTED]		
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 *	<input type="text" value="3"/>	Term	<input type="text" value="Spring 2021"/>
Provide justification for the petition	<input type="text" value="Graduation this semester."/>		
Attach Supporting Document	<input type="button" value="Upload"/>		
<input type="button" value="Submit"/>			



PETITIONS

The PROCESS

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

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>

- 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 via email to help you secure one (career.soe@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

CONTACT THE SCHOOL

SOE Dean's office SOEsupport@lau.edu.lb, ELRC 6105E ext. 2236

Career placement officer career.soe@lau.edu.lb, ELRC 6105K ext. 2534

Departmental emails

▪ **Byblos Campus:**

cie_department@lau.edu.lb, Bassil 309,ext. 2483 for CIE students

pte_program@lau.edu.lb, Bassil 309,ext. 2483 for PTE students

che.program@lau.edu.lb, Bassil 309,ext. 2483 for CHE students

ece_department@lau.edu.lb, Bassil 109,ext. 2451 for ELE, COE and MCE students

ime_department@lau.edu.lb, Bassil 209,ext. 2894 for INE and MEE students

▪ **Beirut Campus:**

soebeirutoffice@lau.edu.lb, Gazaeri Building 11th floor, Room GB 1125, Ext. 1532

Thank You
