

School of Engineering

Frequently Asked Questions

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/>
- Sent by email 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)* / Drop and Add - 1st few days of the semester:
Late Advising
Late Registration *(late registrations fees apply after the 1st year)*
- Add by Force - last 2 days of the drop/add period

ADVISING

How to access your LAU Portal

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

Password

.....

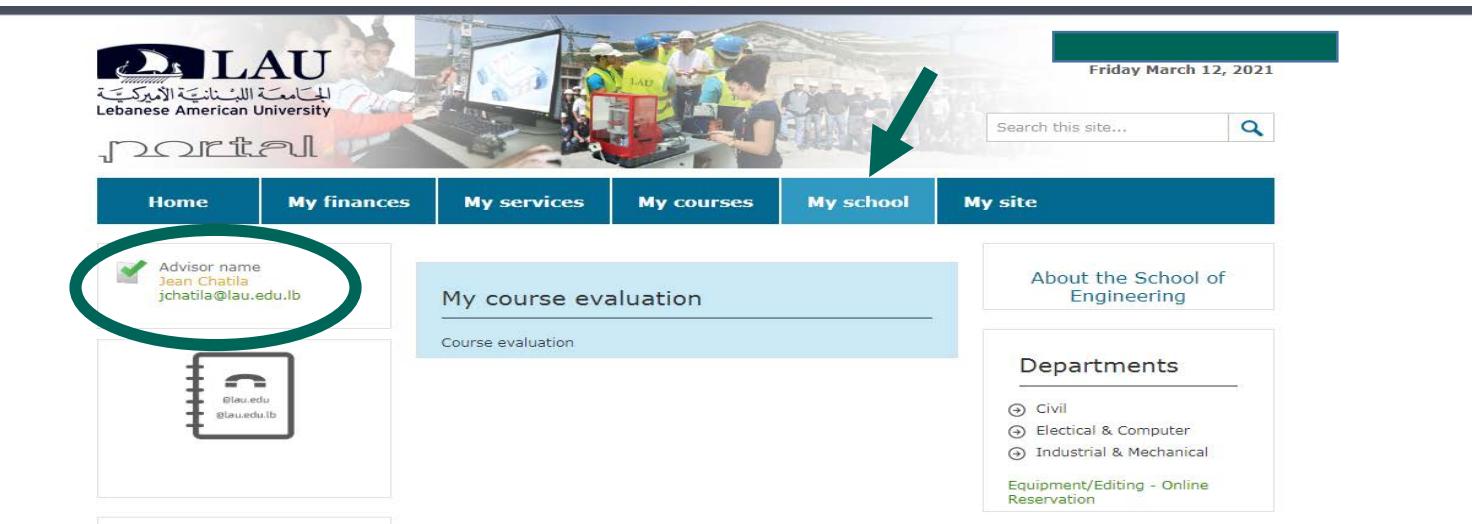
[Forgot?](#)

Log In

ADVISING

How to find your advisor

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



Important !!

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 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

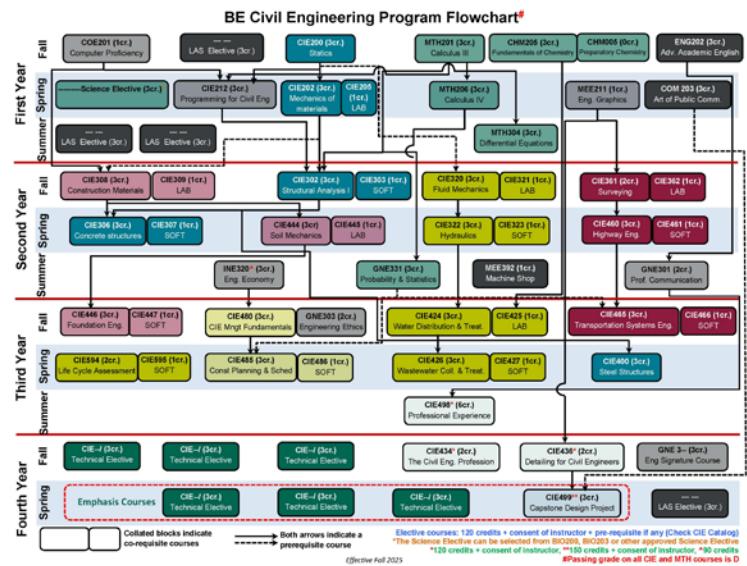
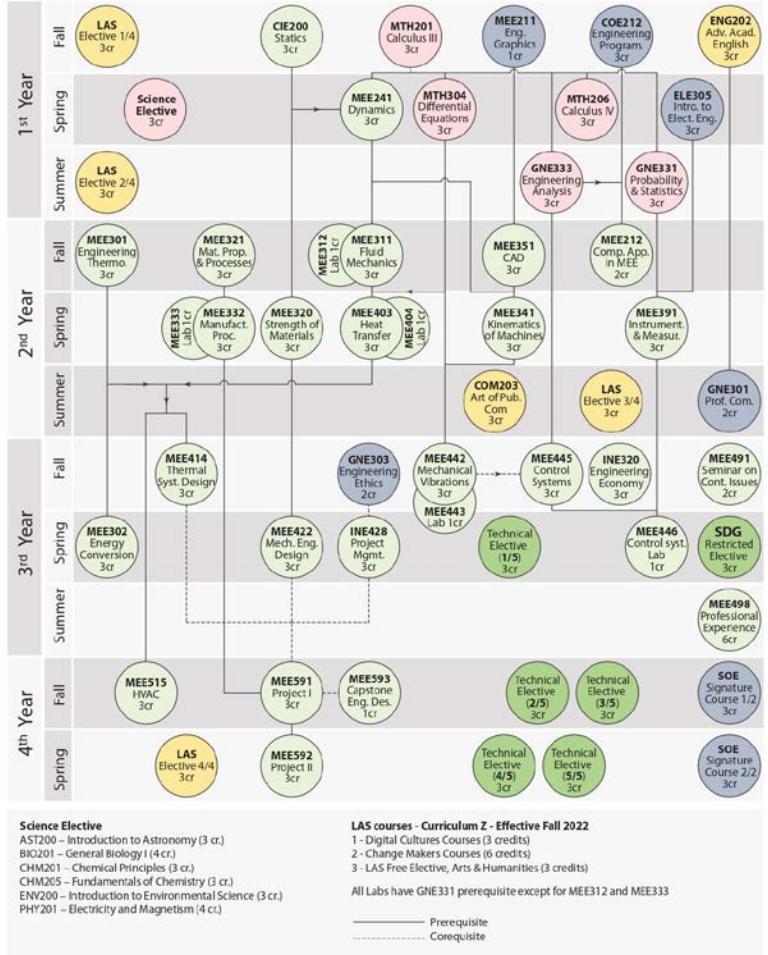
[COURSE MAP ELECTRICAL ENGINEERING](#)

MCE
Students

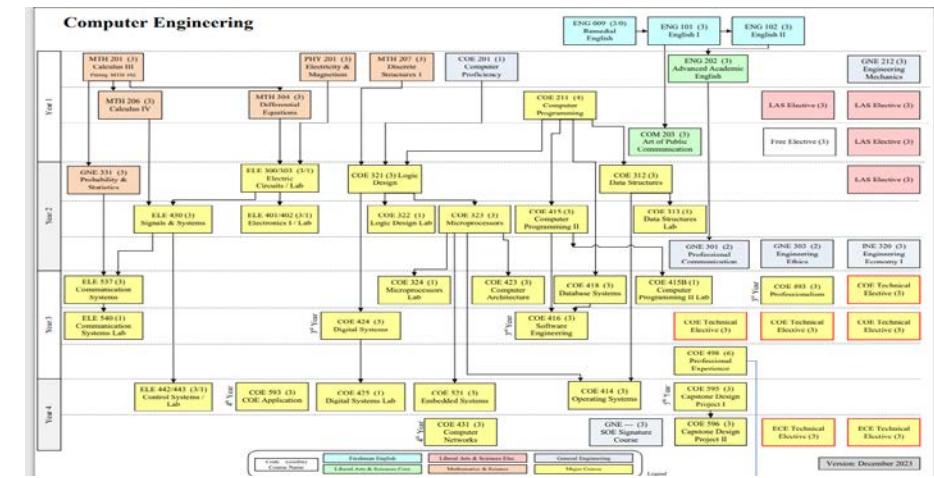
[COURSE MAP MECHATRONICS ENGINEERING](#)

ADVISING

Flow Chart Mechanical Engineering Program

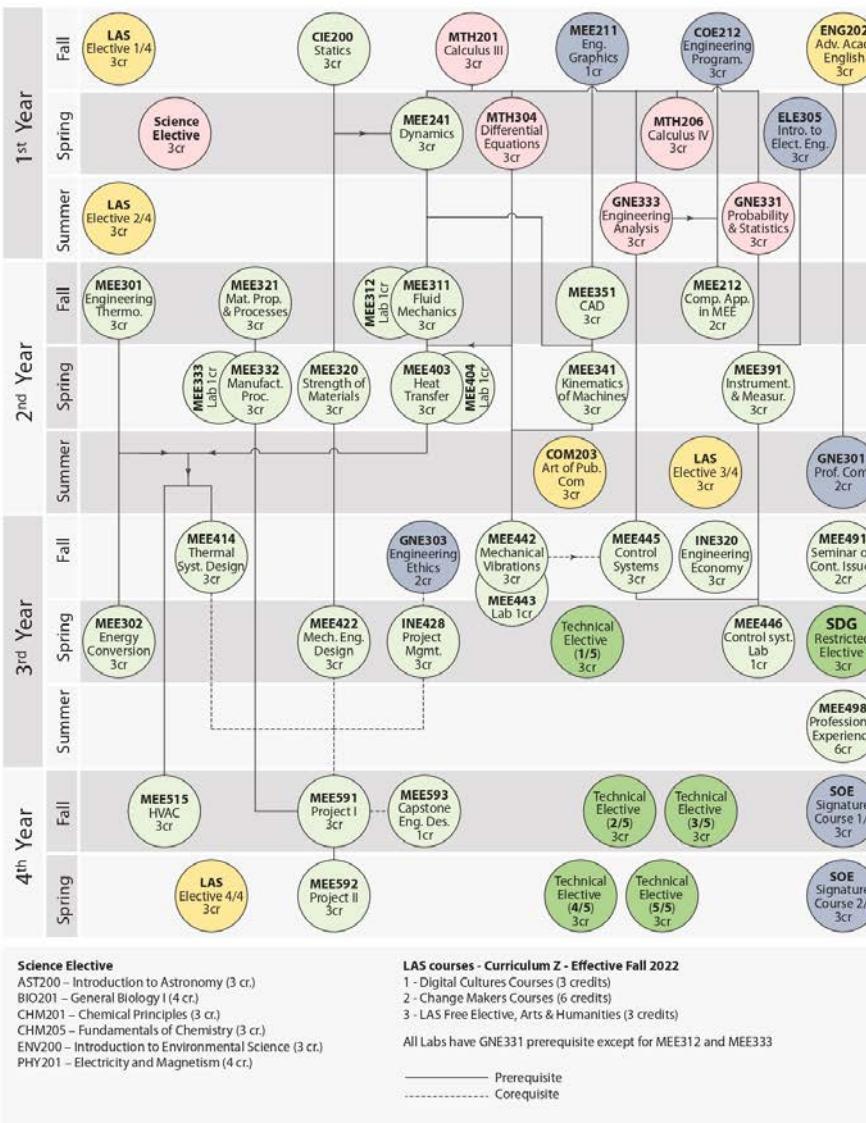


Samples of Course Maps

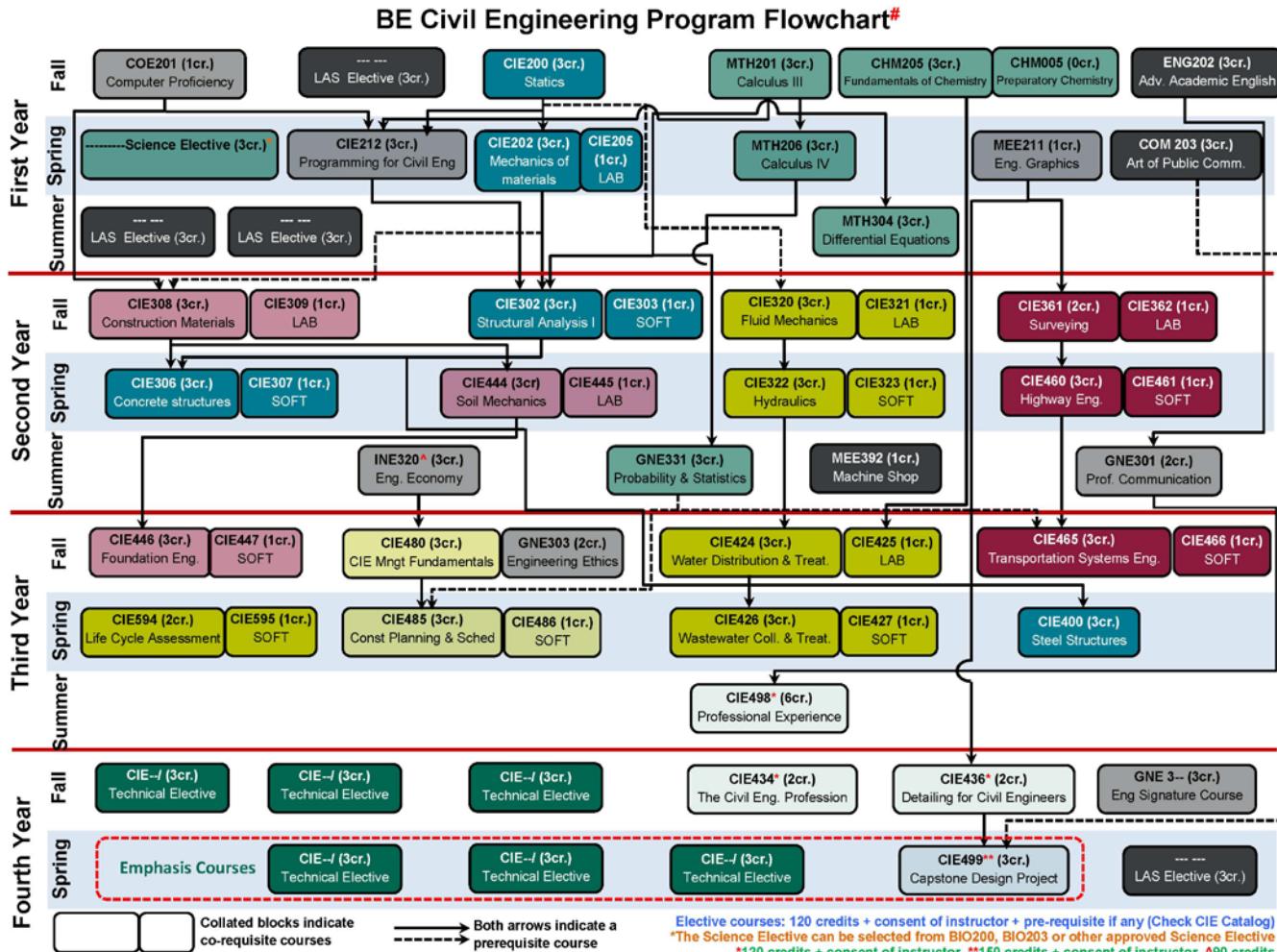


ADVISING

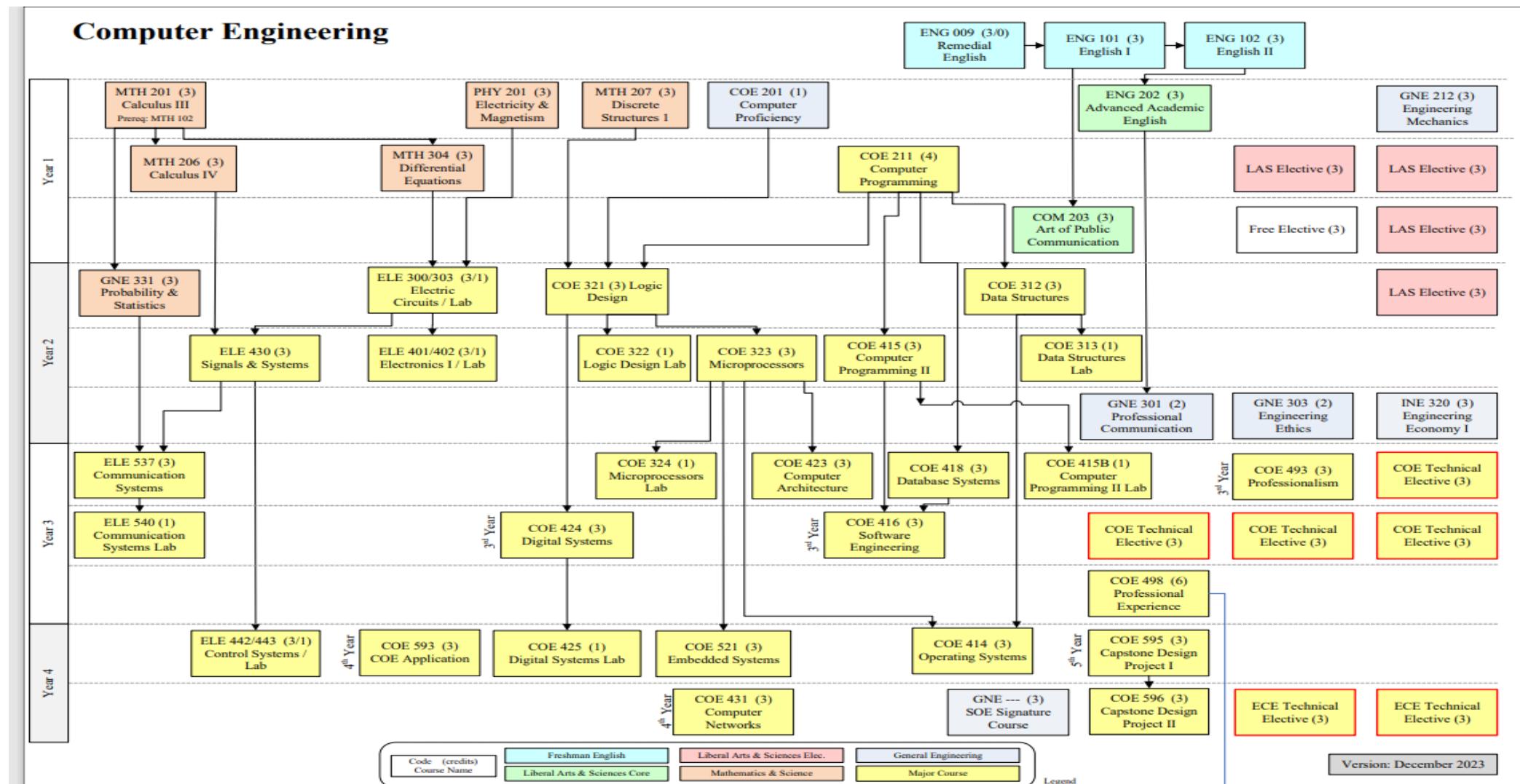
Flow Chart Mechanical Engineering Program



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 title. For example:

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL	WL	WL	XL	XL	XL	XL	Instructor	Date	Location	Attribute
										Cap	Act	Rem	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	01/18-	ONL	ONL	
																			Abou Jaoude	04/29		(P)	

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

- 1- Log Into your LAU Portal
- 2- Select My Courses
- 3- Run the CAPP Degree Evaluation



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

Terms: Spring 2023

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

Academic standing: Good Standing

Study plan for BE in Civil Engineering

Run the CAPP degree evaluation

LAC courses

Override Directory

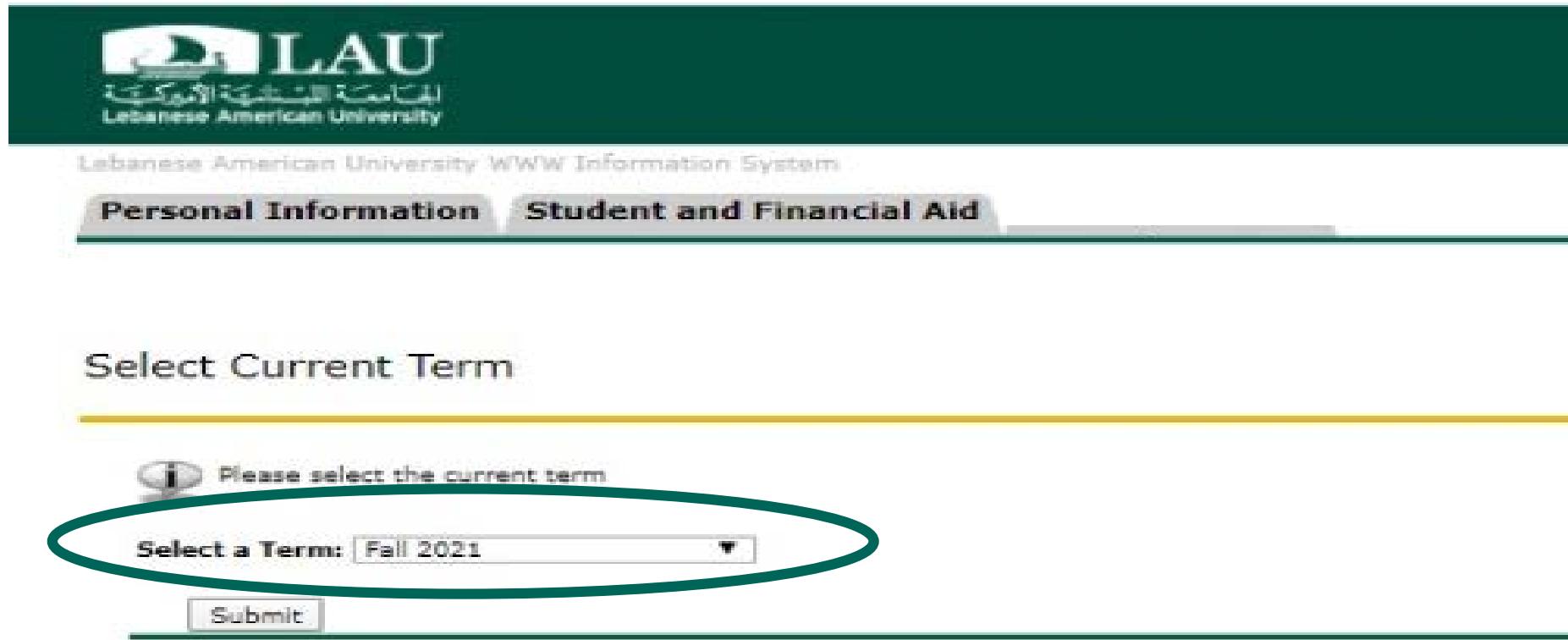
Registrar's Office forms

View my unofficial transcript

Request for transcript/certificate or diploma

ADVISING

Select the Term and Submit



The screenshot shows the黎巴嫩美国大学 (Lebanese American University) WWW Information System interface. The top navigation bar includes the LAU logo, the university's name in English and Arabic, and the text "Lebanese American University WWW Information System". Below the navigation bar, there are two tabs: "Personal Information" and "Student and Financial Aid".

The main content area is titled "Select Current Term". A yellow horizontal bar spans the width of the page below the title. Below this bar, there is a message: "Please select the current term." followed by a question mark icon. A dropdown menu is displayed with the text "Select a Term: Fall 2021". The entire "Select a Term" section is circled in green, indicating it is a required field. At the bottom of the form is a "Submit" button.

ADVISING

Choose: Generate New Evaluation

 LAU
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Lebanese American University

Laureateau, Lebanon, 1900000, 1000000, 1000000, 1000000

[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

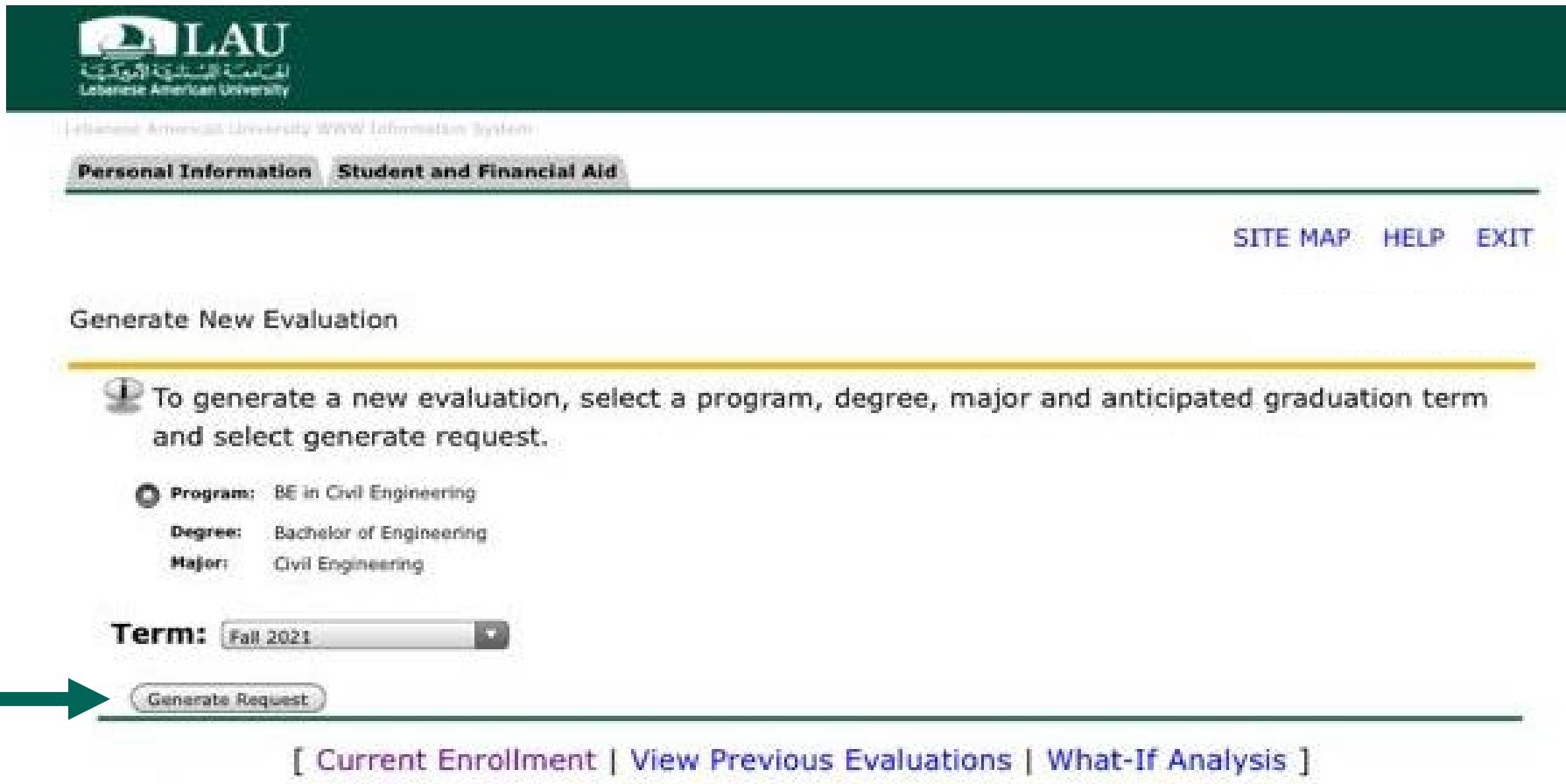
First Major: Civil Engineering

Department: Civil Engineering

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

ADVISING

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



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Lebanese American University Student 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 



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

ADVISING

Degree Evaluation Report

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Lebanese American University WWW Information System

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

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

Degree Evaluation Report

Student Information

ID :		Name :	
------	--	--------	--

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
Overall GPA :	Yes	3.1

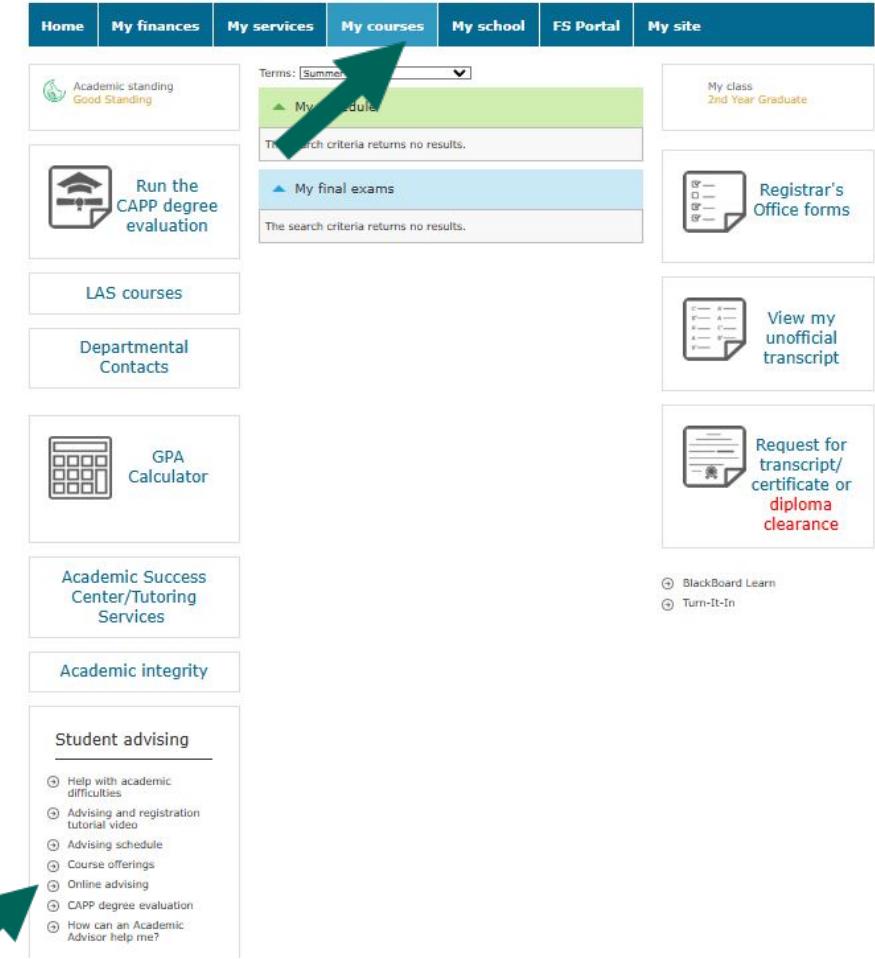
** Unofficial Degree Evaluation Report **

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

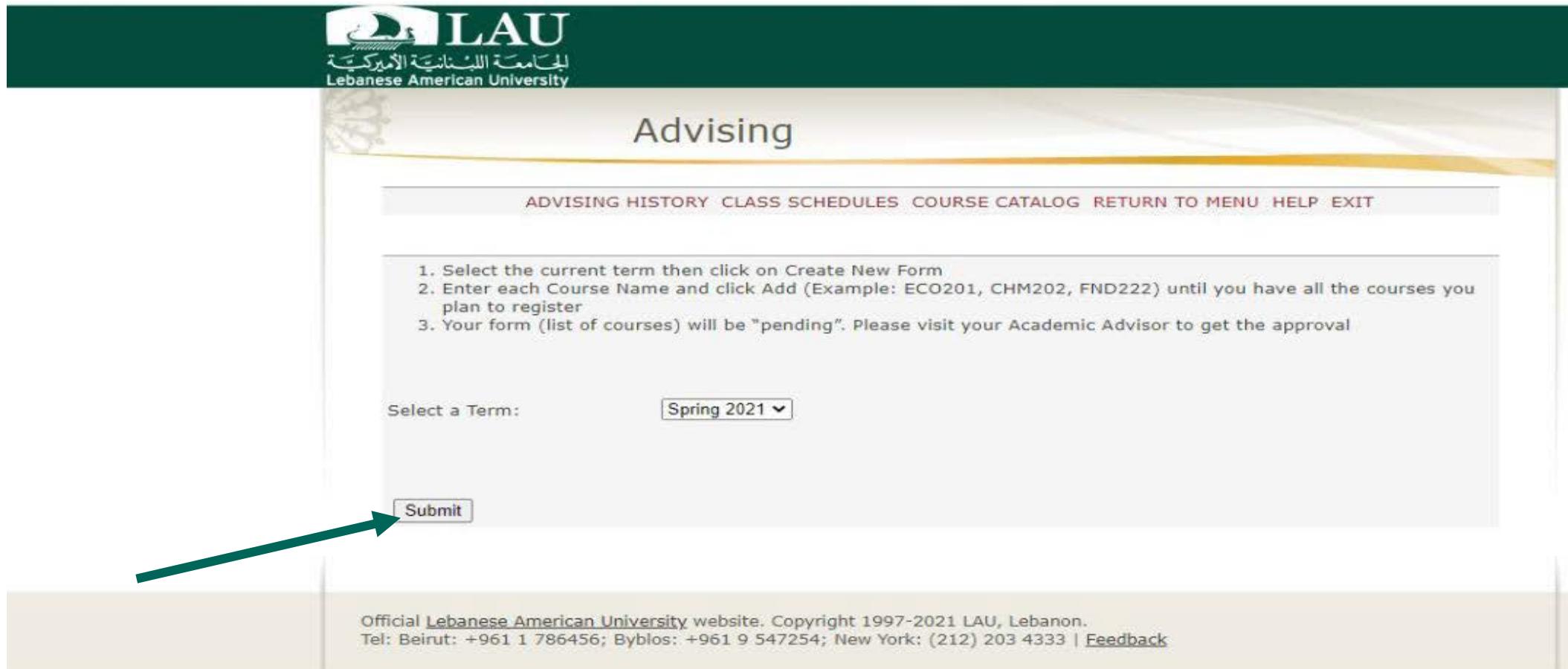
- 1- Log Into your LAU Portal
- 2- Select My Courses
- 3- Under Student Advising- Select Online Advising



The screenshot shows the LAU Portal homepage. The top navigation bar includes links for Home, My finances, My services, **My courses**, My school, ES Portal, and My site. The 'My courses' link is highlighted with a green arrow. The main content area features several modules: Academic standing (Good Standing), Run the CAPP degree evaluation, LAS courses, Departmental Contacts, GPA Calculator, Academic Success Center/Tutoring Services, Academic integrity, and Student advising. The 'Student advising' section is expanded, showing links for Help with academic difficulties, Advising and registration tutorial video, Advising schedule, Course offerings, Online advising, CAPP degree evaluation, and How can an Academic Advisor help me? A second green arrow points to this 'Student advising' section. On the right side, there are links for My class (2nd Year Graduate), Registrar's Office forms, View my unofficial transcript, and Request for transcript/certificate or diploma clearance. At the bottom right, there are links for BlackBoard Learn and Turn-It-In.

ADVISING

Select the Term and submit



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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

Submit

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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
			Spring 2021

Advising Form	Status	Date Approved	Approved By
4	Pending		

List of Courses

Subject	Course Title	Action
CIE200	lookup	Add

Print

Send Form for Approval

Student Comments

Save Comments

Career Advising

ADVISING

Fill the Advising Form

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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
			Spring 2021

Advising Form	Status	Date Approved	Approved By
4	Pending		

List of Courses

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

Print

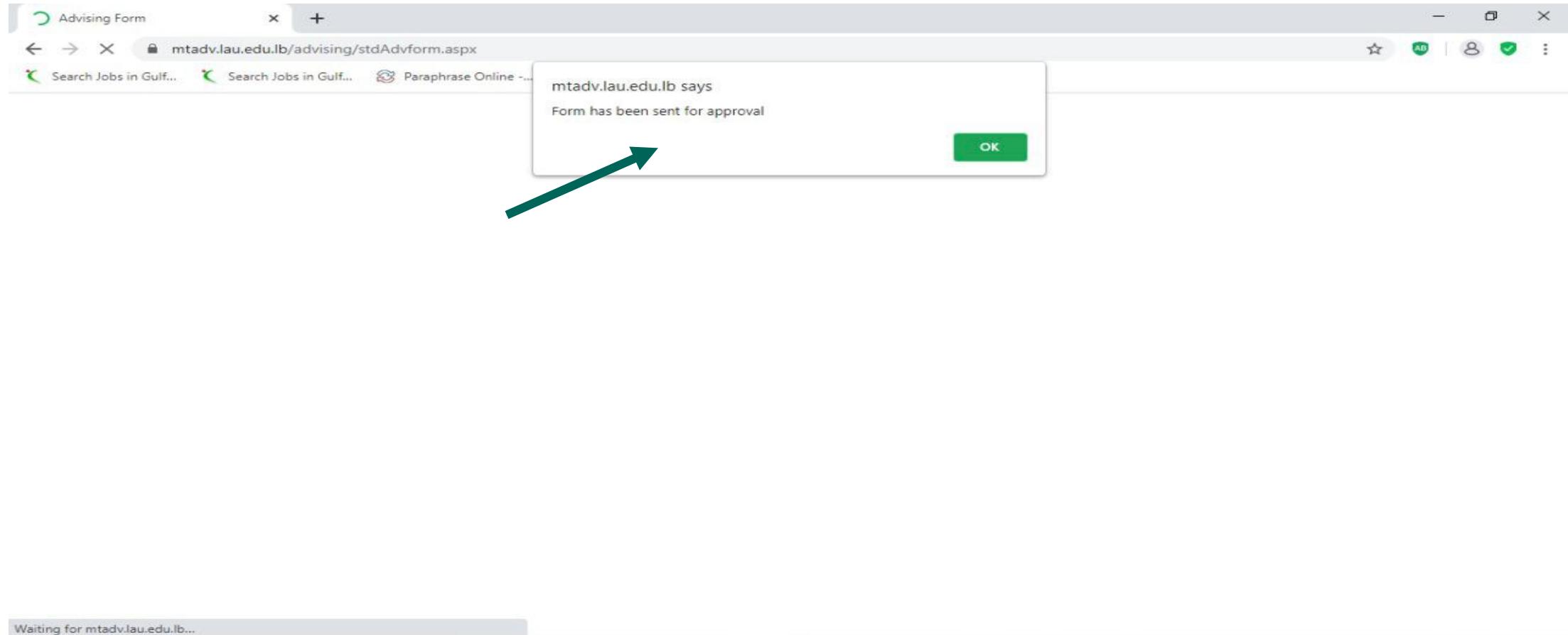
[Send Form for Approval](#)

Student Comments	Save Comments
<input type="text"/>	

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

ADVISING

Request if Approved

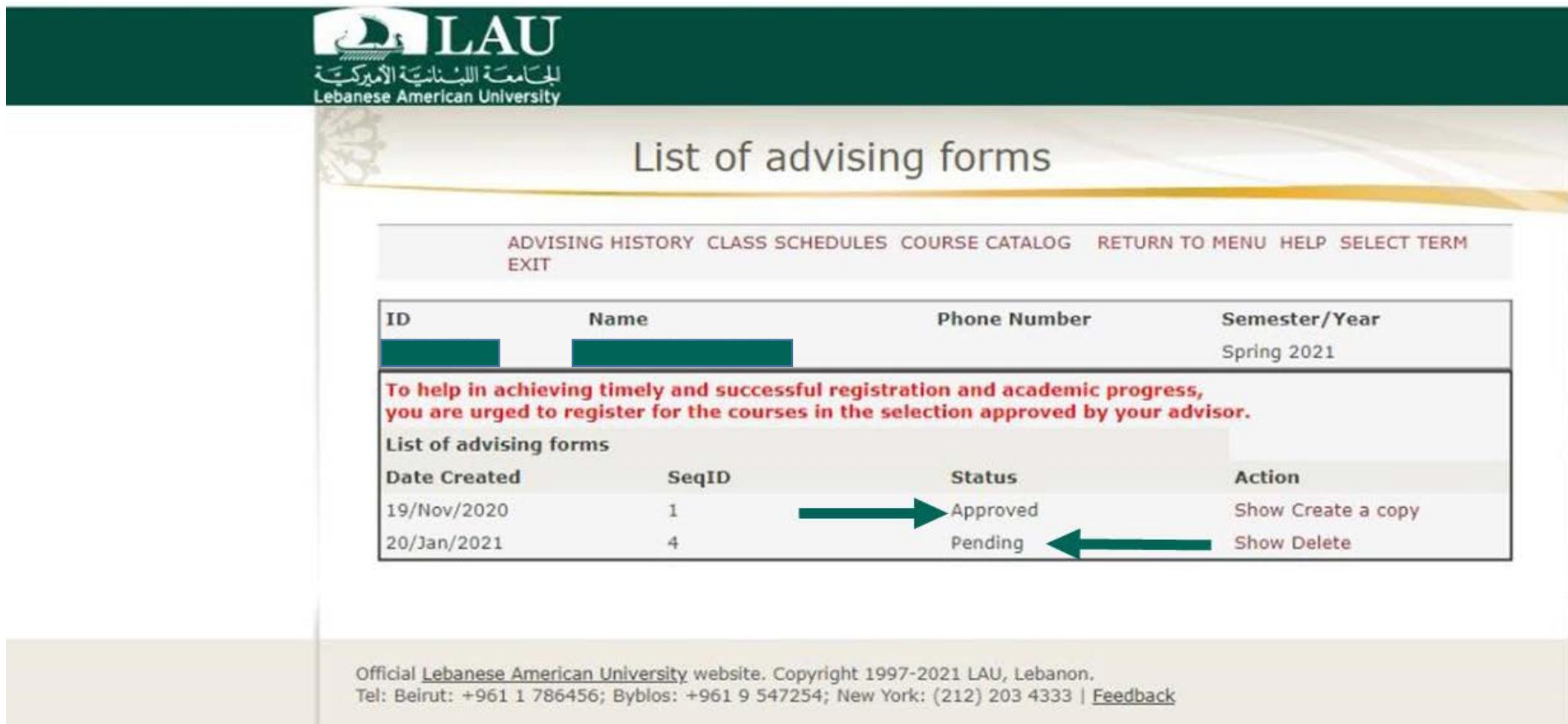


ADVISING

- 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 can not approve your request.**

ADVISING

Advising Form Approved/Pending



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List of advising forms

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

ID	Name	Phone Number	Semester/Year
			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

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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

1- Log Into your LAU Portal

2- Select My Courses

3- Under 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?

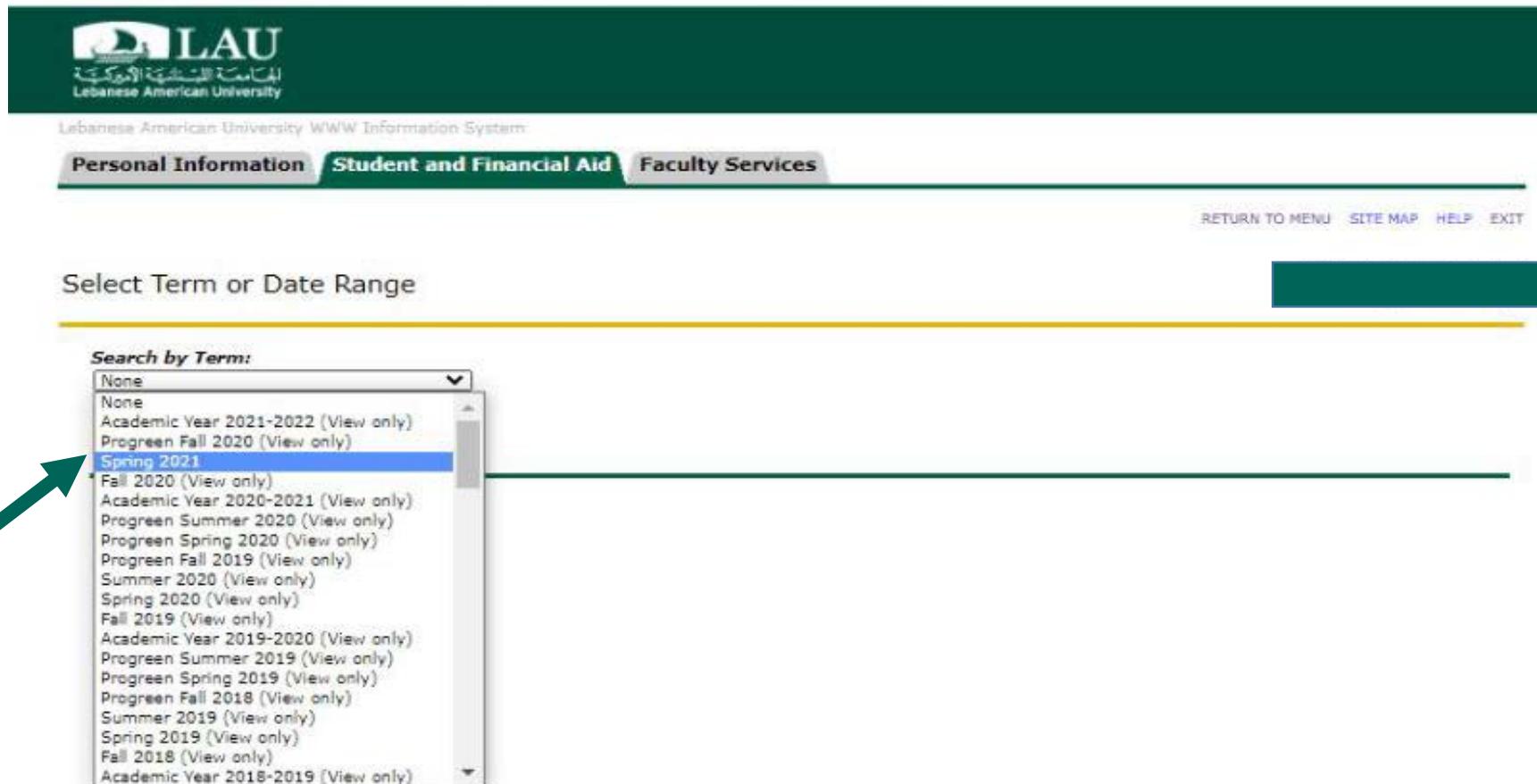
Registration

- ⊕ 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 WWW Information System

Personal Information Student and Financial Aid Faculty Services

RETURN TO MENU SITE MAP HELP EXIT

Select Term or Date Range

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

RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add:

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:

Jan 20, 2021 01:10 pm

Spring 2023

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

REGISTRATION

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

C	22687	ENG	101	34	2	3.000 Academic	MWF	10:00 am-10:50 am	25	25	0	0	0	0	0	Nayla Fayez Kobrassi (P)	01/18-04/29	ONL	ONL	Requirement	
																		Requirement	Requirement	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	Christel Raymond Dahdouh (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
C	22689	ENG	101	36	2	3.000 Academic	MWF	03:00 pm-03:50 pm	25	25	0	0	0	0	0	0	Jessica Elias Ammar (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
C	22690	ENG	101	37	2	3.000 Academic	TR	11:00 am-12:15 pm	25	25	0	0	0	0	0	0	Christelle Sayed Frangieh (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
C	22691	ENG	101	38	2	3.000 Academic	TR	09:30 am-10:45 am	25	25	0	0	0	0	0	0	Carol Girgi Hanna (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
C	22692	ENG	101	39	2	3.000 Academic	MWF	01:00 pm-01:50 pm	25	25	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	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	El Cheikha Ghada Mounif El Hachem (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement

[Register](#)

Add to Worksheet

[New Search](#)

REGISTRATION

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



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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:

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.

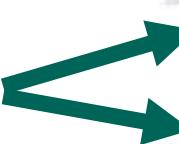
Sections Found

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

REGISTRATION

Select the needed CRN and Click on Register



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Lebanese American University WWW Information System

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RETURN TO MENU SITE MAP HELP EXIT

Look-Up Classes to Add:

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

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

 LAU
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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:

Jan 20, 2021 02:41 pm

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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
C	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/ Program Restriction: Class/ Program (Freshman, Sophomore, Junior... Major) 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
- 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 / OVERRIDE

What is an Add By Force / Override

- 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 / Override

- ONLY when 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 on the last two days of the drop/add period.

ADD BY FORCE

How to submit an Add By Force / Override Permission Request

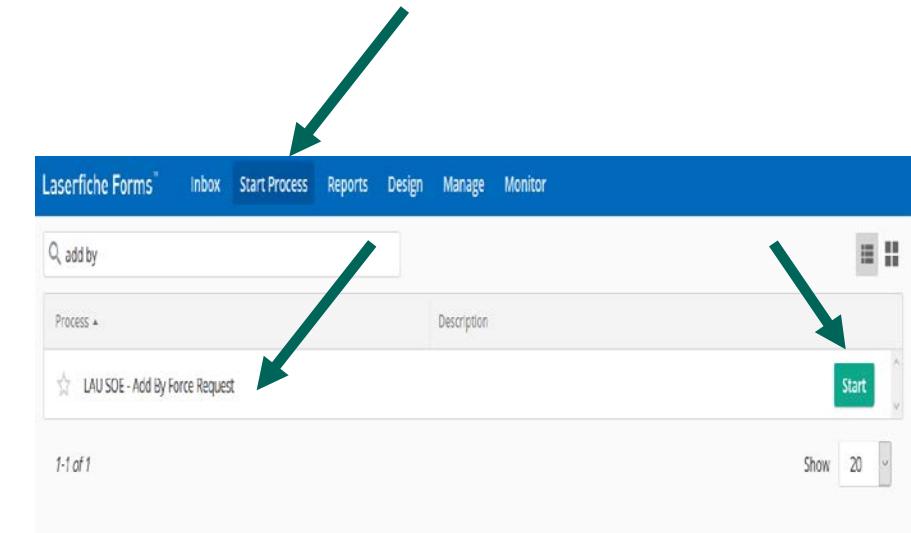
- Go to LAU EDMS Forms application using this link <https://edms.lau.edu.lb/forms>

- Login using your LAU credentials (If Required)

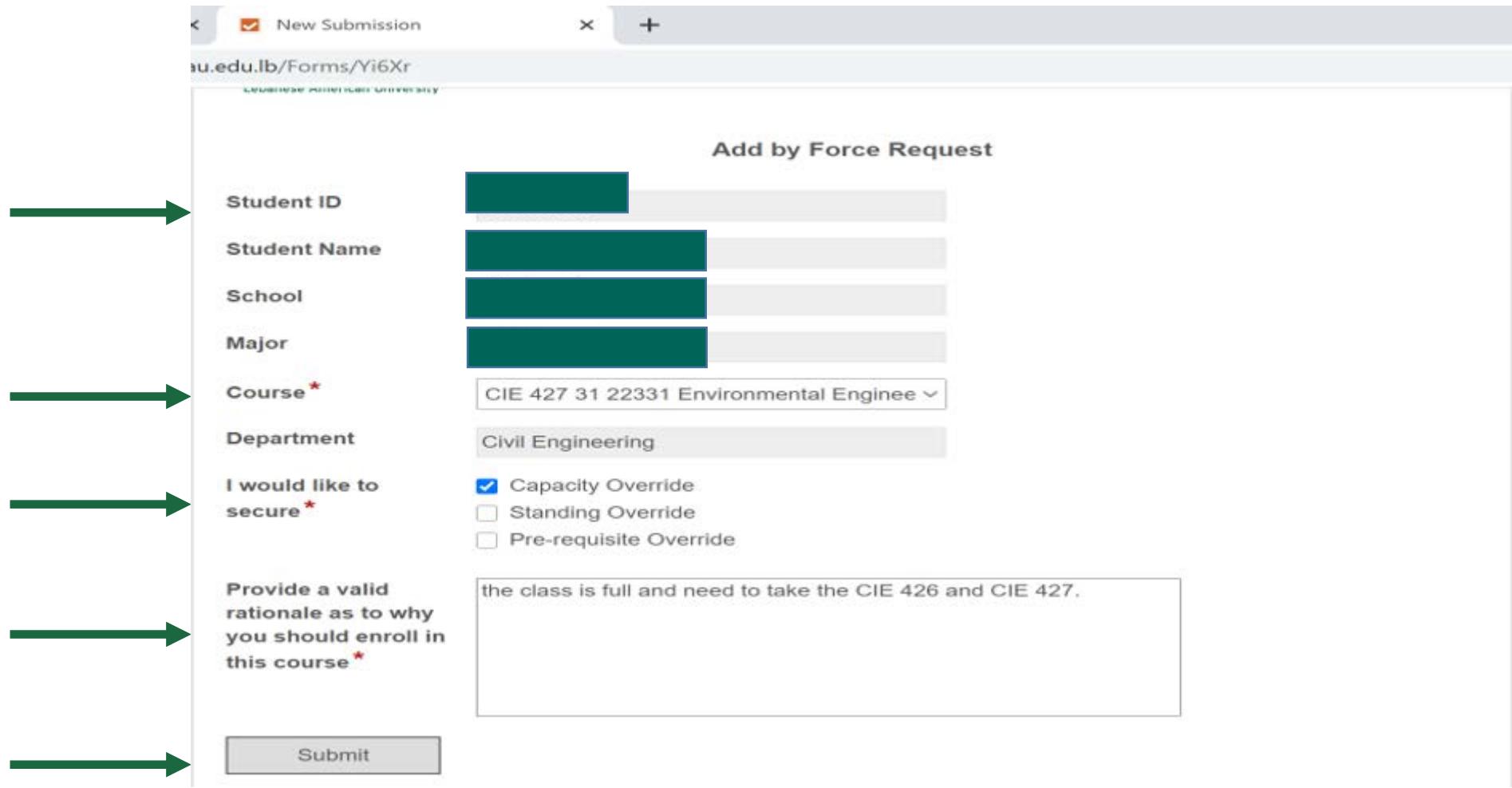
- Go to Start Process and choose LAU SOE – Add By Force Request

- 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



New Submission +

u.edu.lb/Forms/Yi6Xr

Add by Force Request

Student ID: [REDACTED]

Student Name: [REDACTED]

School: [REDACTED]

Major: [REDACTED]

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

ADD BY FORCE

Start Process | Laserfiche Forms X Thank you X +

← → C Lock <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 [REDACTED]

Wed 3/3

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



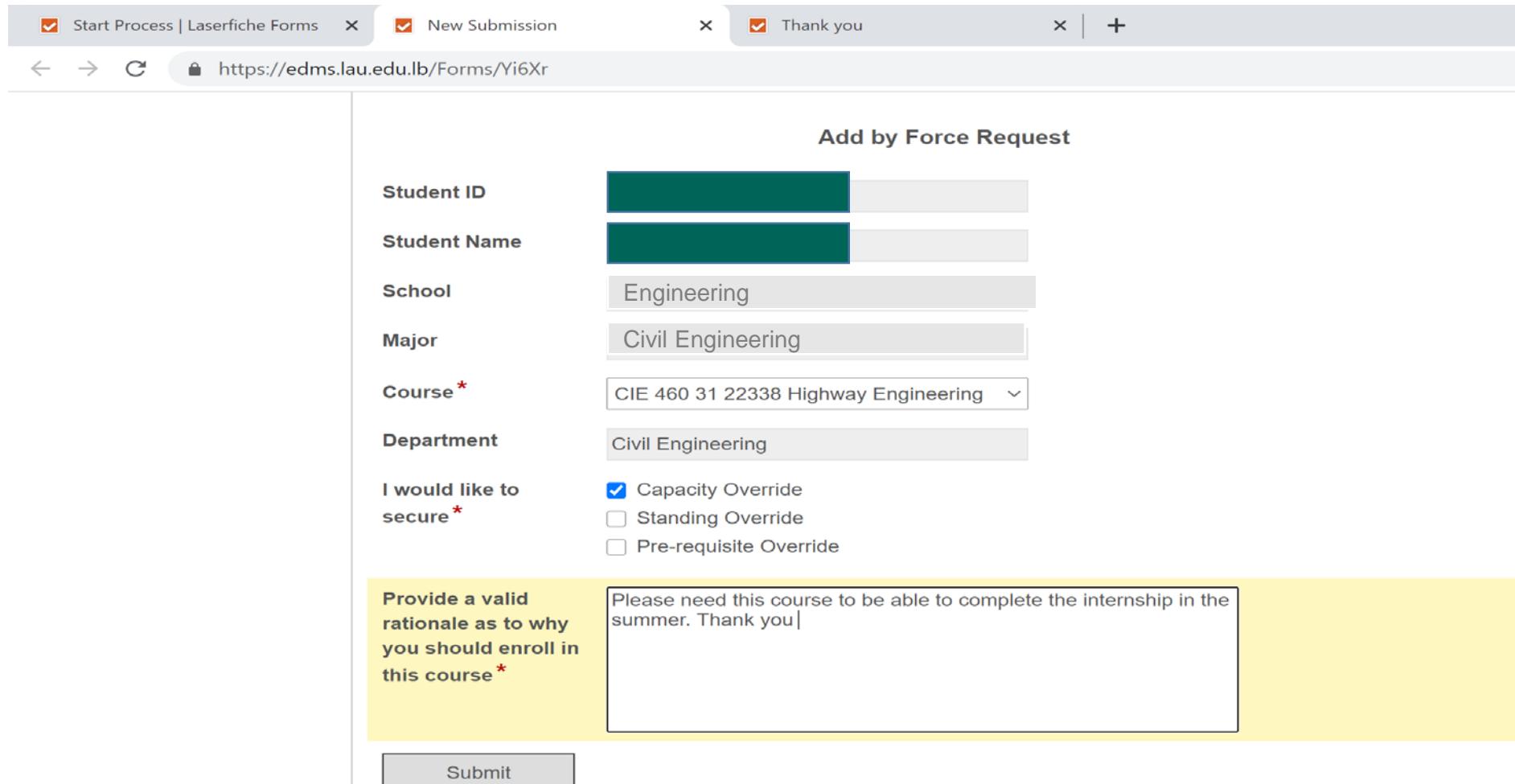
Dear [REDACTED]

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



The screenshot shows a web browser window with three tabs at the top: 'Start Process | Laserfiche Forms', 'New Submission', and 'Thank you'. The URL in the address bar is <https://edms.lau.edu.lb/Forms/Yi6Xr>. The main content is a form titled 'Add by Force Request'.

Form Fields:

- Student ID:** [Redacted]
- Student Name:** [Redacted]
- 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!

Buttons:

- Submit

ADD BY FORCE

If Approved



edms.workflow@lau.edu.lb



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

Dear



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 respective department 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 LAU website and click on Portal
Enter your Credentials



Sign in

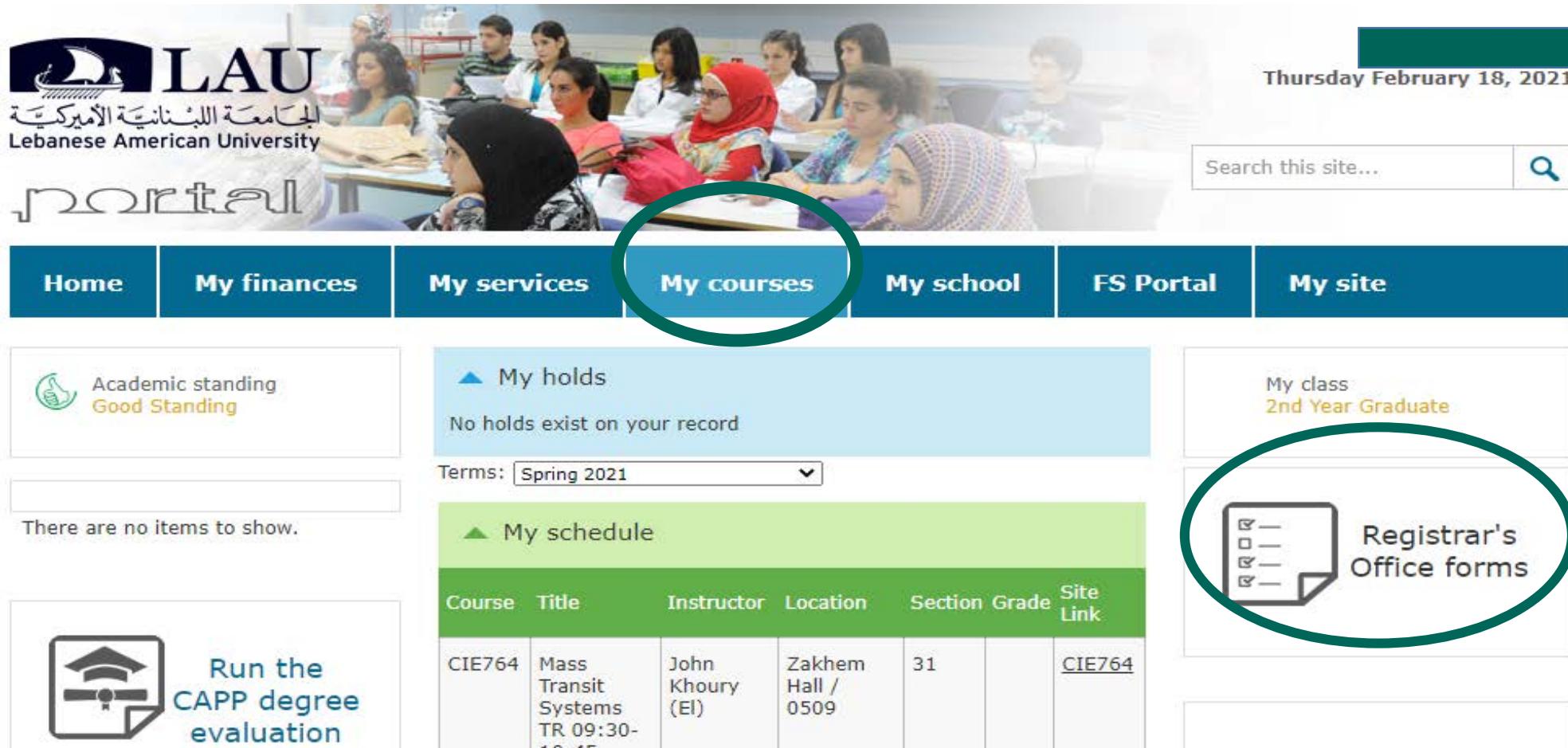
Please use your LAU e-mail username (only the part before @) and password.

A green arrow points to the 'Username' field, indicating where the user should enter their email prefix.

Username	<input type="text" value="elissa.nassif"/>	Forgot?
Password	<input type="password" value="*****"/>	
<input type="button" value="Log In"/>		

PETITIONS

Click on Registrar's Office Forms-



The screenshot shows the LAU (Lebanese American University) portal homepage. At the top, the LAU logo is displayed, followed by the date "Thursday February 18, 2021" and a search bar. Below the header is a navigation menu with links: Home, My finances, My services, My courses (which is highlighted with a green circle), My school, FS Portal, and My site. The main content area features several sections: "Academic standing Good Standing" (with a green thumbs-up icon), "My holds" (showing "No holds exist on your record" for the term "Spring 2021"), "My schedule" (listing a course: CIE764, Mass Transit Systems, TR 09:30-10:30, taught by John Khoury (El) in Zakhem Hall / 0509, section 31, with a "CIE764" link), and "Registrar's Office forms" (represented by a clipboard icon with a checklist). A green oval highlights the "Registrar's Office forms" section.

LAU
الجامعة اللبنانية الأمريكية
Lebanese American University

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 schedule

Course	Title	Instructor	Location	Section	Grade	Site Link
CIE764	Mass Transit Systems	John Khoury (El)	Zakhem Hall / 0509	31		CIE764

My class
2nd Year Graduate

Registrar's Office forms

Run the CAPP degree evaluation

PETITIONS

Select Student Petition Form



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 ≥ 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 then Petitions



LAU
لبنانية أمريكية
Lebanese American University

Petitions & Forms

All Requests

New Request

You are logged in as

Petitions & Forms

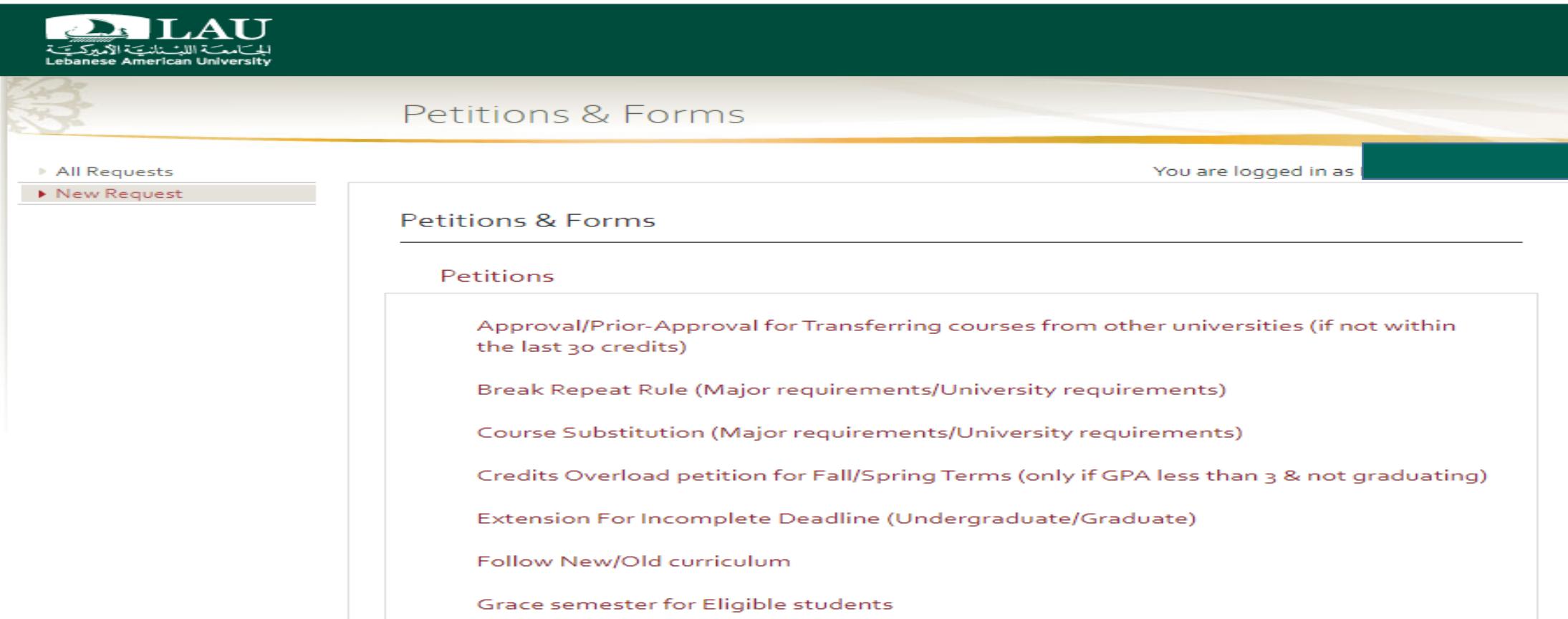
Petitions

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

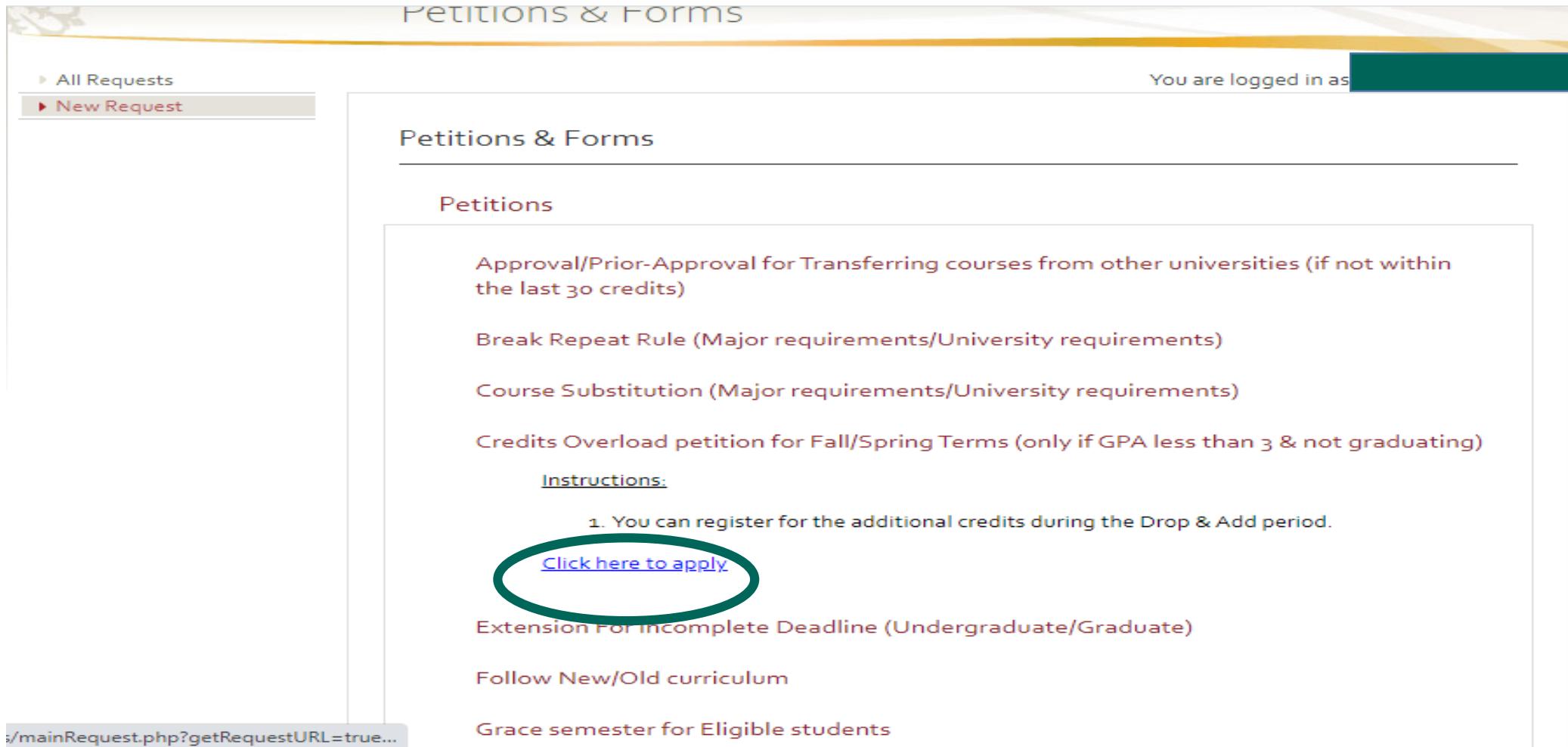


The screenshot shows the 'Petitions & Forms' section of the LAU website. At the top, the LAU logo is displayed with the text 'LAU' in large letters and 'Lebanese American University' in smaller text below it. The main title 'Petitions & Forms' is centered above a list of petition types. On the left, there is a sidebar with links for 'All Requests' and 'New Request'. On the right, a message 'You are logged in as [redacted]' is shown. The list of petition types includes:

- 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 [REDACTED]

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	[REDACTED]
Student Name	[REDACTED]
Major	Civil & Environment Engg
Program	MSE in Civil & Environ. Eng'g
Mobile No.	[REDACTED]
Date	2/18/2021
Term	Spring 2021

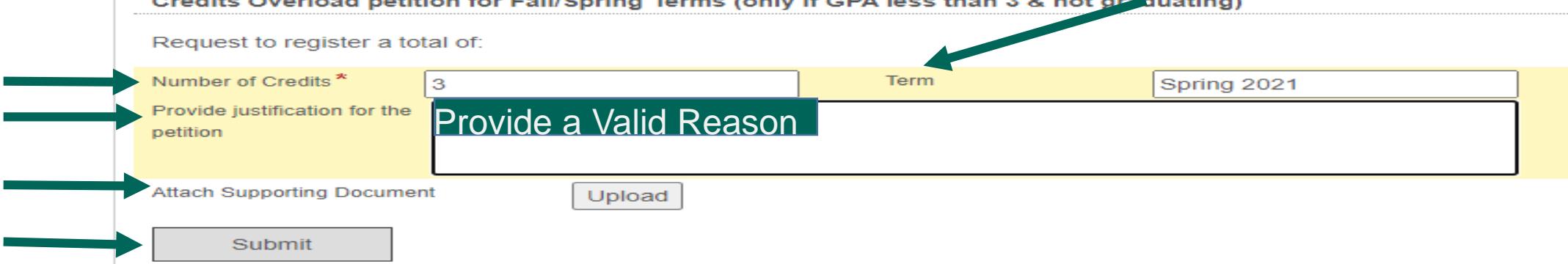
Credits Overload petition for Fall/Spring Terms (only if GPA less than 3 & not graduating)

Request to register a total of:

Number of Credits * Term

Provide justification for the petition **Provide a Valid Reason**

Attach Supporting Document



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: [SOE Internship Guidelines](#)
- The last Summer before your graduation.
- Prior starting an internship, contact your Course Supervisor to get approval on the company where you will complete the 8 weeks internship- 320 Hours.
- In case you were unable to secure an internship, contact the Outreach and Career Services at the School (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

Outreach and Career Office [career.soe@lau.edu.lb](mailto:citizen.soe@lau.edu.lb), ELRC 6105K ext. 2035

- **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 409,ext. 2894 for INE and MEE students

- **Beirut Campus:**

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

First year of all SOE majors, Second year of Mechanical and Industrial program,
and full program of Computer Engineering .

Thank You
