LAU
الجامعة اللبنانية الأميركية
Lebanese American University

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

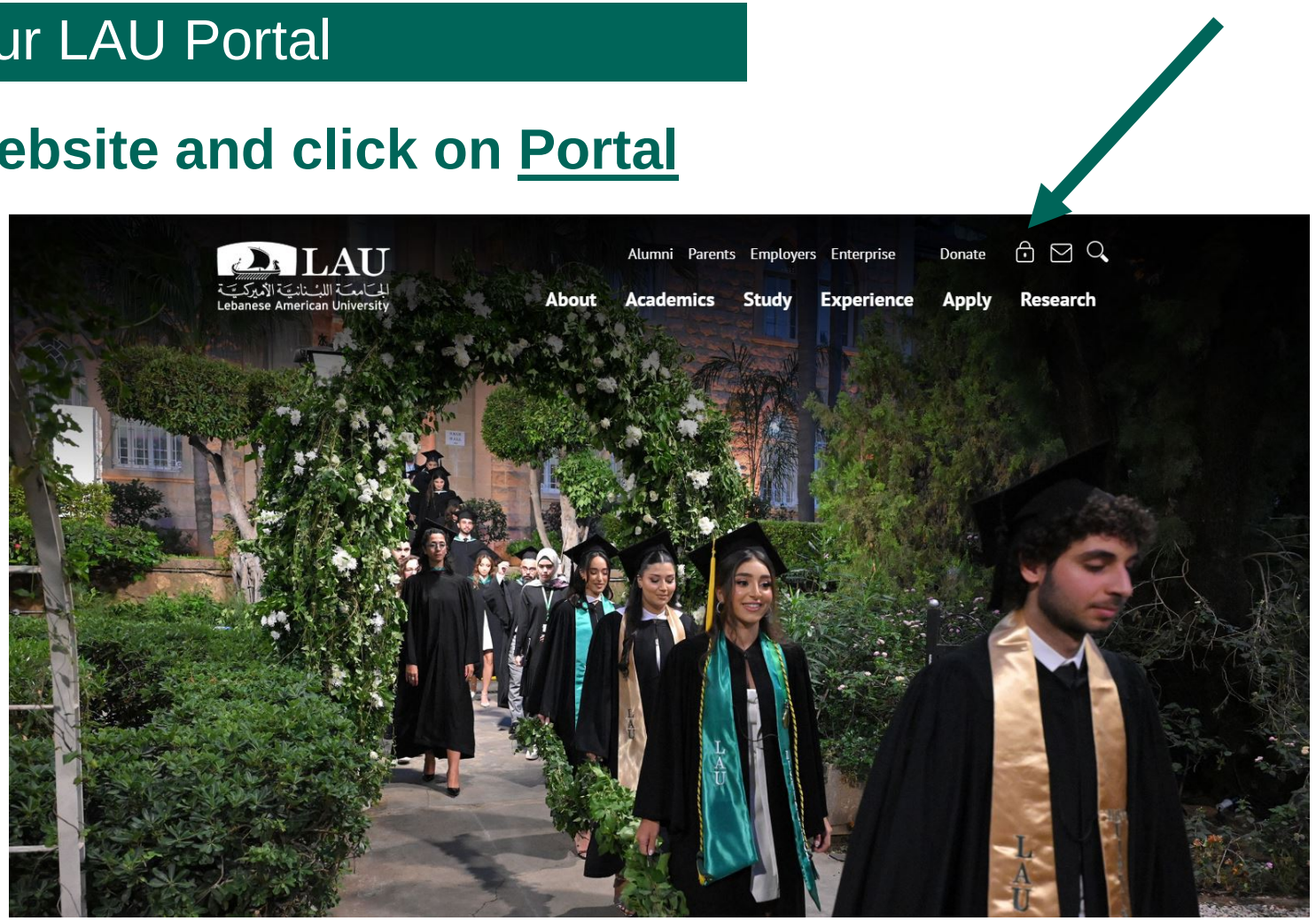
Late Registration (*late registrations fees apply after the 1st year)*

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

ADVISING

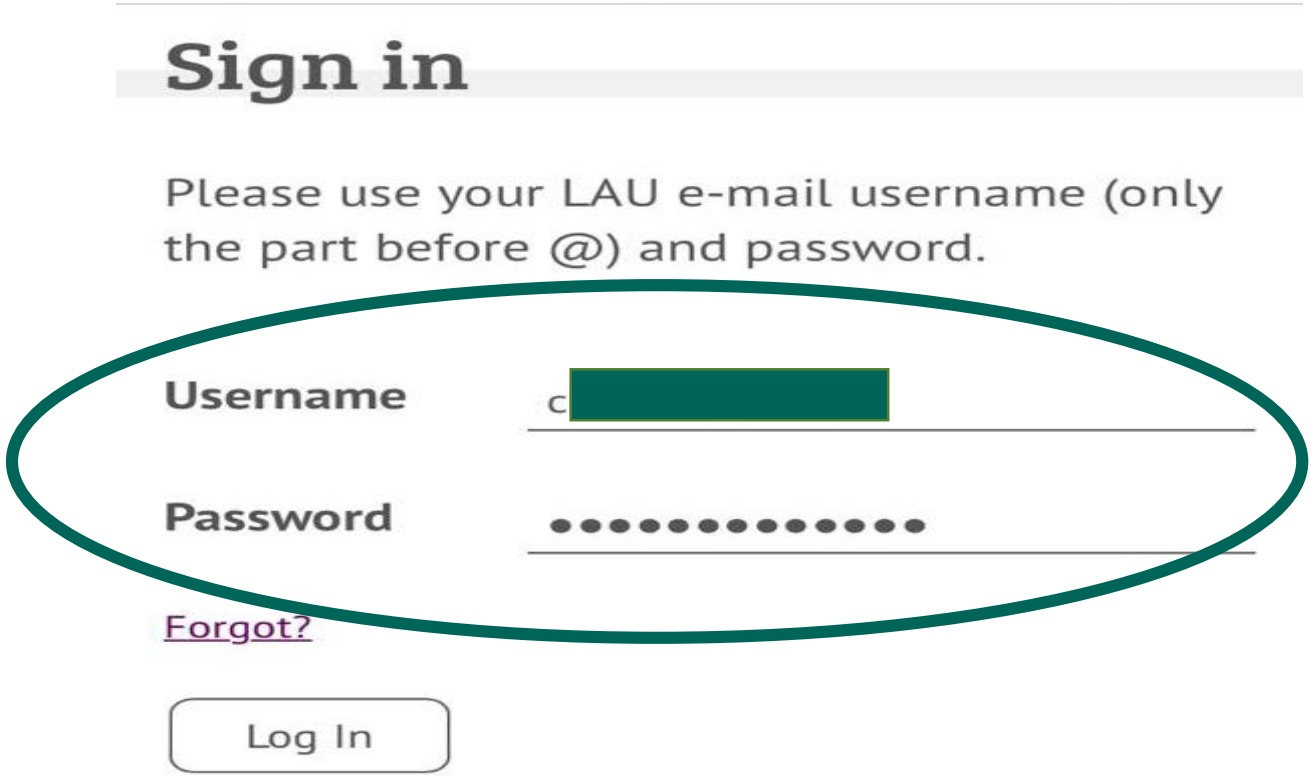
How to access your LAU Portal

Go to the LAU Website and click on Portal



ADVISING

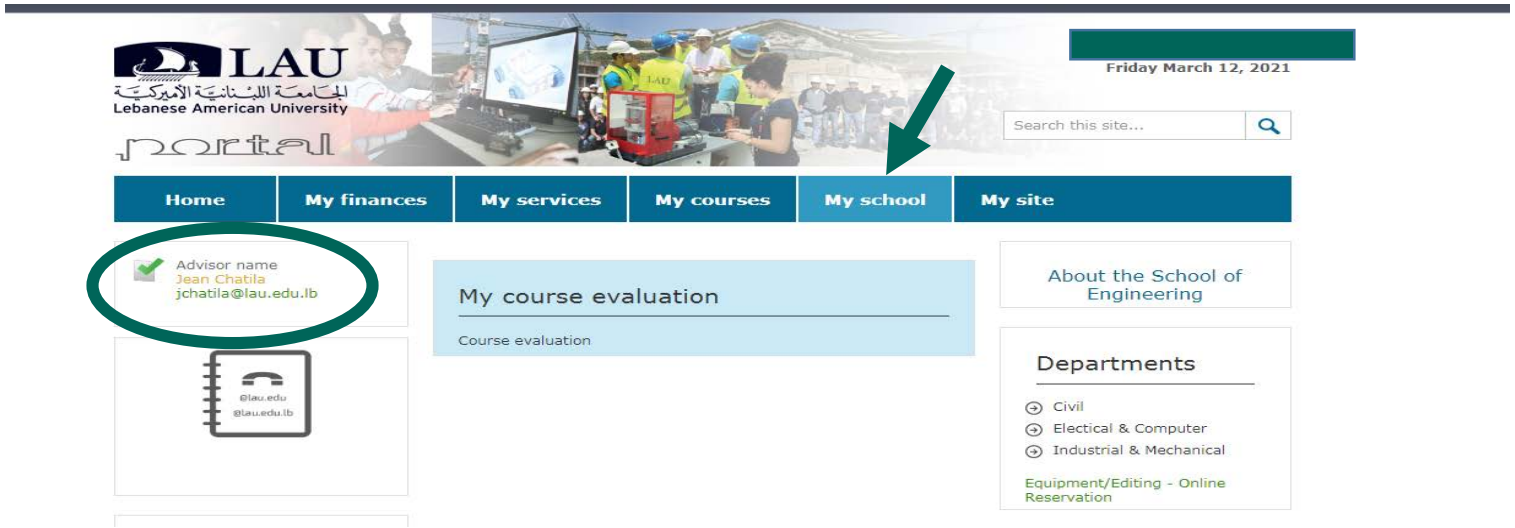
Enter your Credentials



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/.

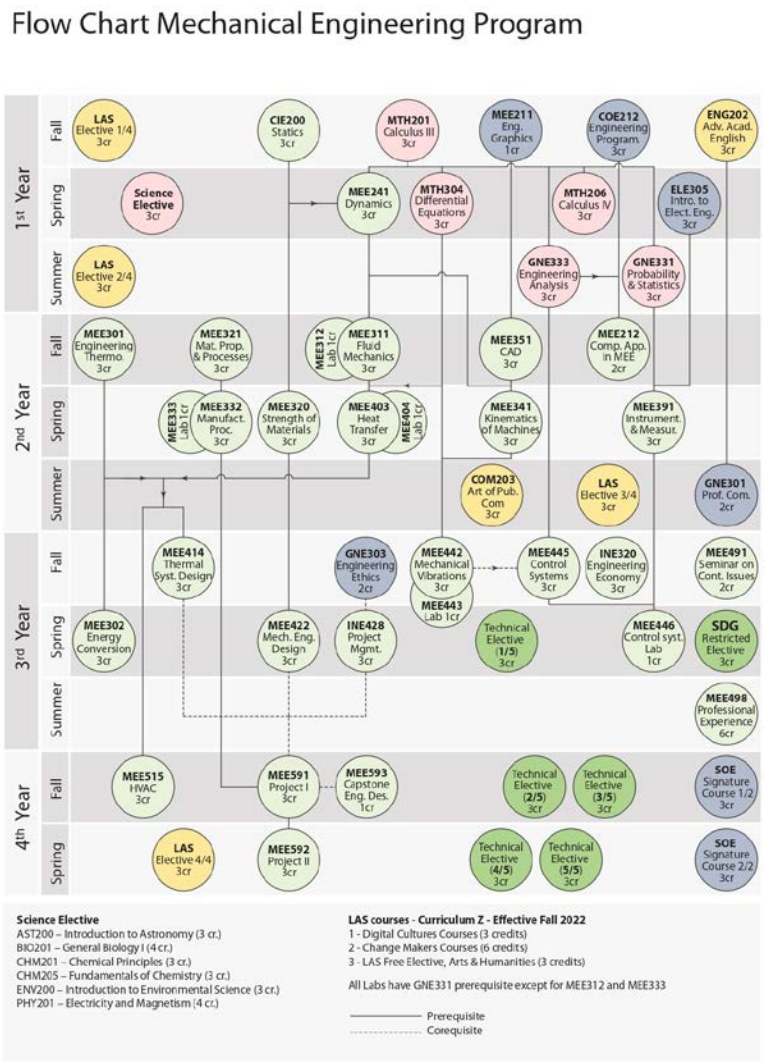
ADVISING

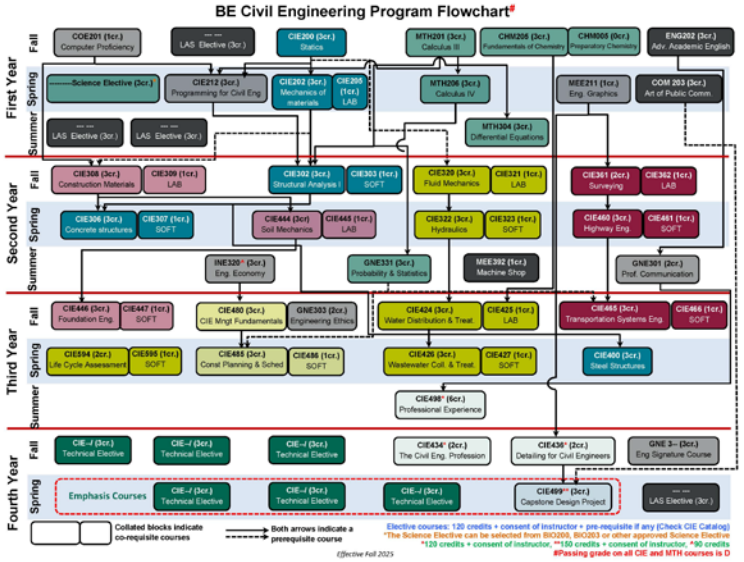
Where to find your COURSE MAP

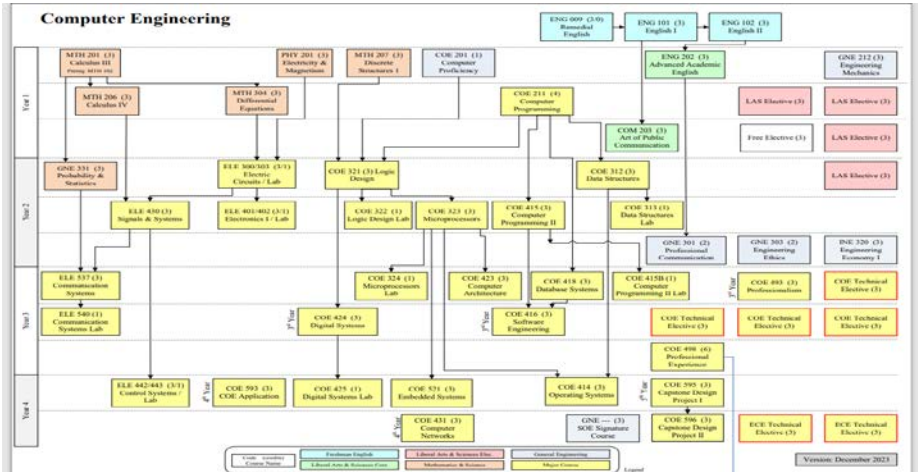
MEE Students	COURSE MAP MECHANICAL ENGINEERING
INE Students	COURSE MAP INDUSTRIAL ENGINEERING
CIE Students	COURSE MAP CIVIL ENGINEERING
CHE Students	COURSE MAP CHEMICAL ENGINEERING
PTE Students	COURSE MAP PETROLEUM ENGINEERING
COE Students	COURSE MAP COMPUTER ENGINEERING
ELE Students	COURSE MAP ELECTRICAL ENGINEERING
MCE Students	COURSE MAP MECHATRONICS ENGINEERING

ADVISING

Samples of Course Maps

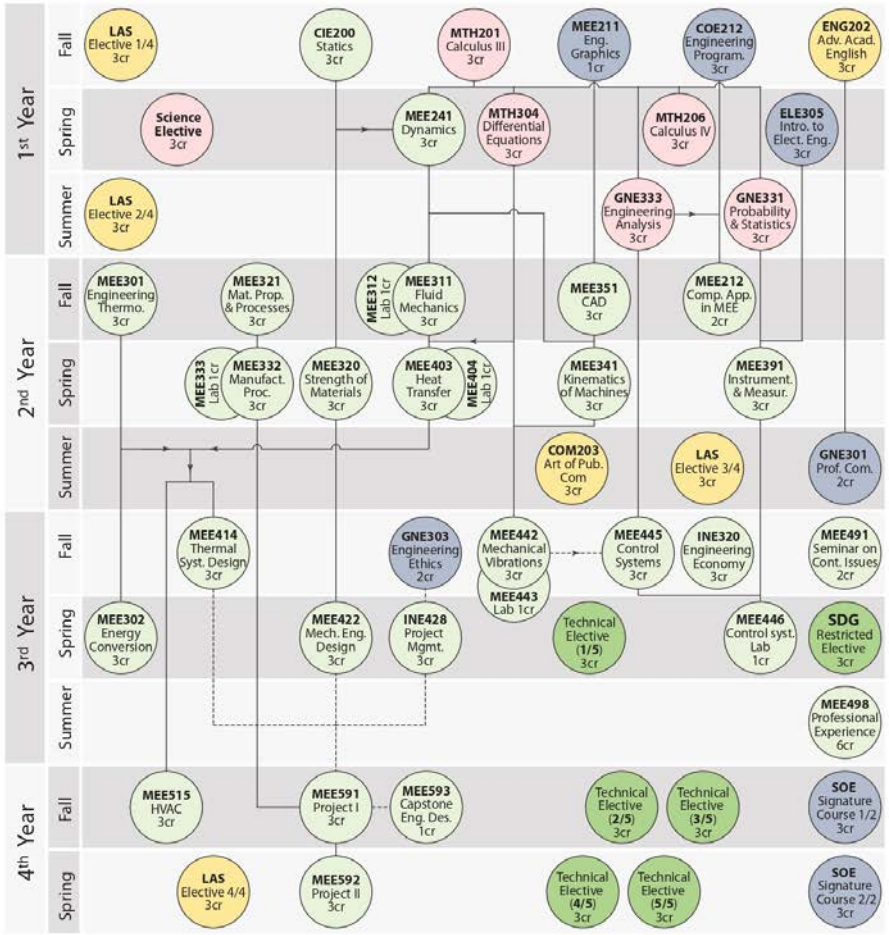






ADVISING

Flow Chart Mechanical Engineering Program



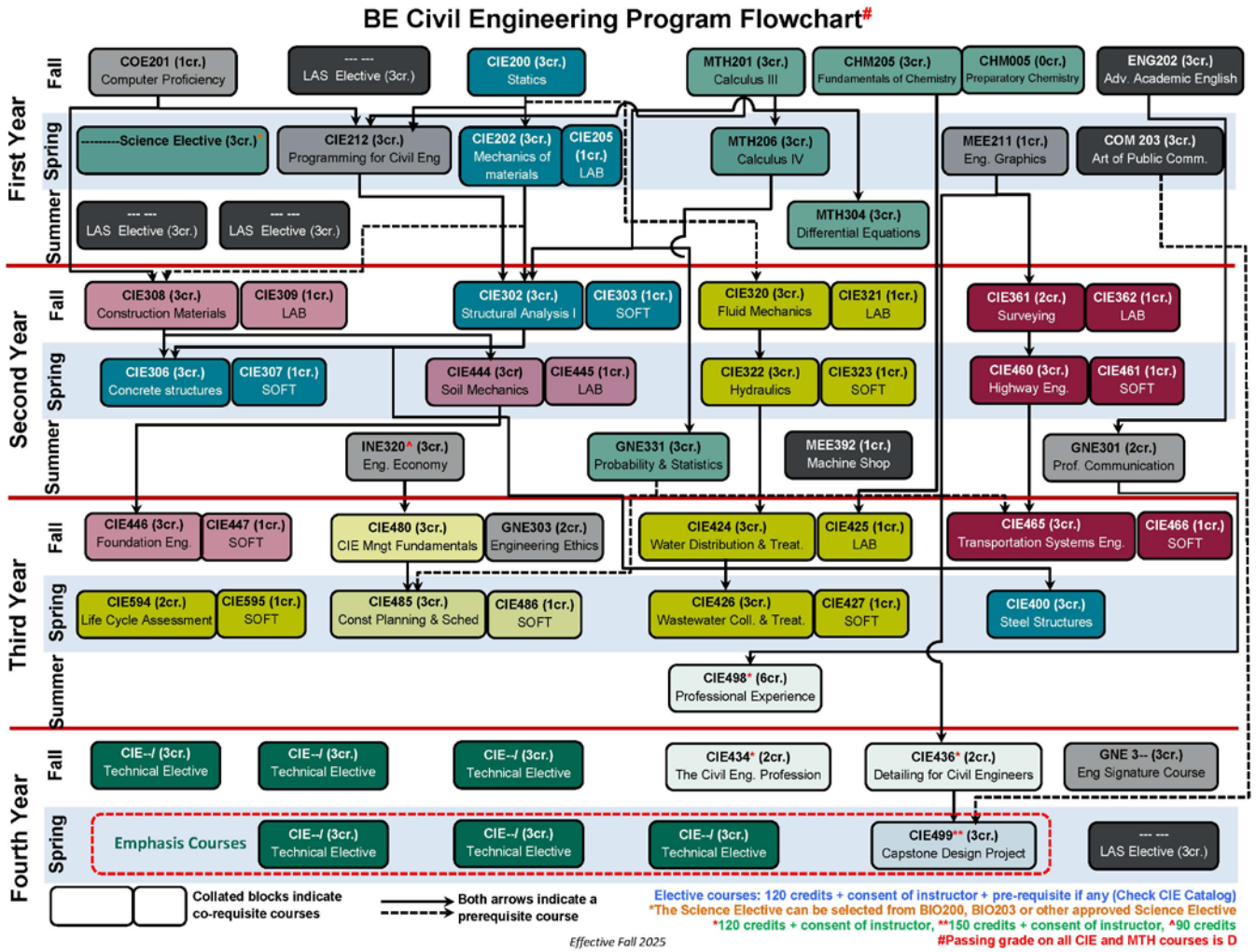
Science Elective
AST200 – Introduction to Astronomy (3 cr.)
BIO201 – General Biology I (4 cr.)
CHM201 – Chemical Principles (3 cr.)
CHM205 – Fundamentals of Chemistry (3 cr.)
ENV200 – Introduction to Environmental Science (3 cr.)
PHY201 – Electricity and Magnetism (4 cr.)

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)

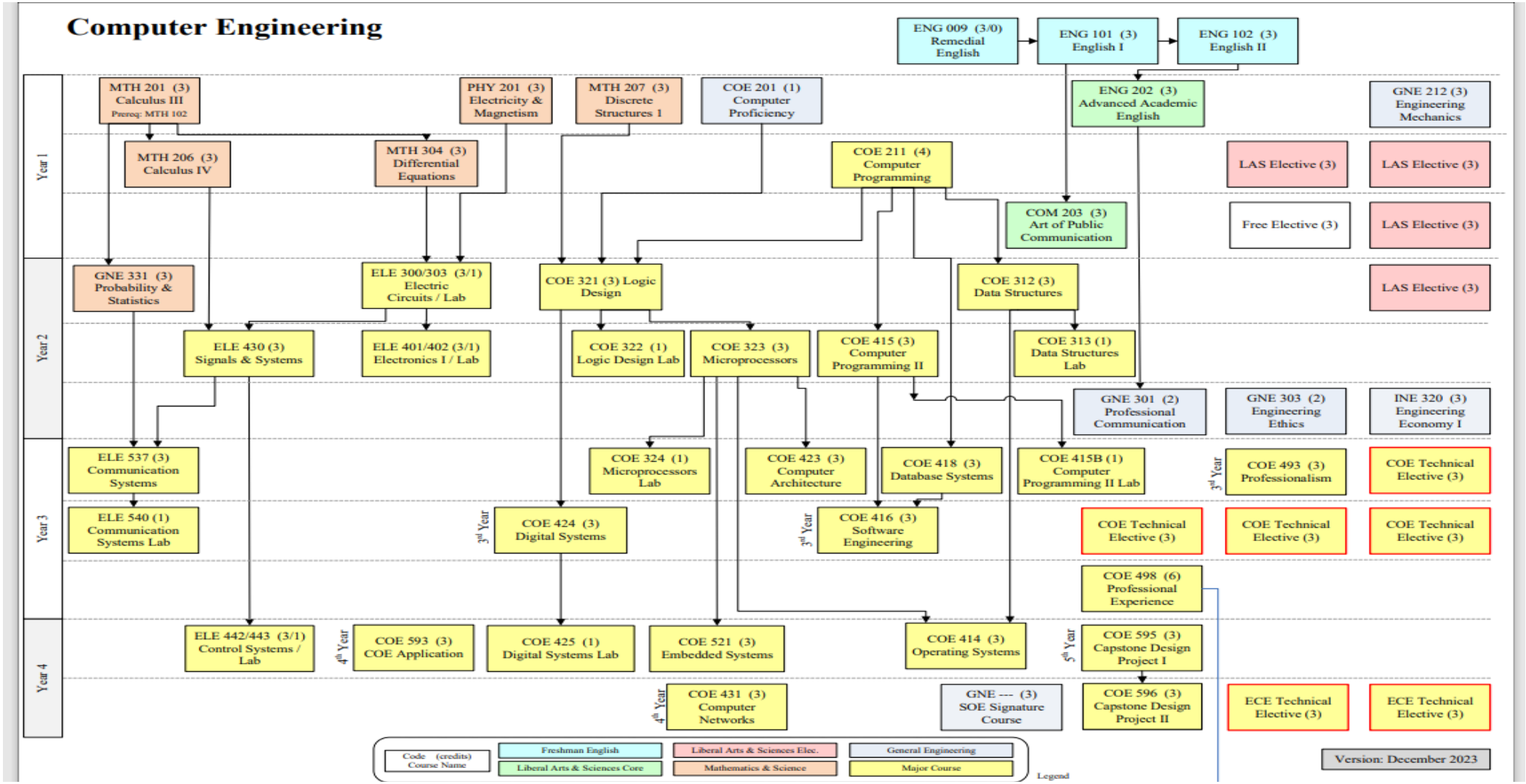
All Labs have GNE331 prerequisite except for MEE312 and MEE333

——— Prerequisite
- - - - - - - - - - Corequisite

ADVISING


BE Civil Engineering Program Flowchart#
First Year
Fall
COE201 (1cr.) Computer Proficiency
--- --- LAS Elective (3cr.)
CIE200 (3cr.) Statics
MTH201 (3cr.) Calculus III
CHM205 (3cr.) Fundamentals of Chemistry
CHM005 (0cr.) Preparatory Chemistry
ENG202 (3cr.) Adv. Academic English
Spring
--------Science Elective (3cr.)*
CIE212 (3cr.) Programming for Civil Eng
CIE202 (3cr.) Mechanics of materials
CIE205 (1cr.) LAB
MTH206 (3cr.) Calculus IV
MEE211 (1cr.) Eng. Graphics
COM 203 (3cr.) Art of Public Comm.
Summer
--- --- LAS Elective (3cr.)
--- --- LAS Elective (3cr.)
MTH304 (3cr.) Differential Equations
Second Year
Fall
CIE308 (3cr.) Construction Materials
CIE309 (1cr.) LAB
CIE302 (3cr.) Structural Analysis I
CIE303 (1cr.) SOFT
CIE320 (3cr.) Fluid Mechanics
CIE321 (1cr.) LAB
CIE361 (2cr.) Surveying
CIE362 (1cr.) LAB
Spring
CIE306 (3cr.) Concrete structures
CIE307 (1cr.) SOFT
CIE444 (3cr) Soil Mechanics
CIE445 (1cr.) LAB
CIE322 (3cr.) Hydraulics
CIE323 (1cr.) SOFT
CIE460 (3cr.) Highway Eng.
CIE461 (1cr.) SOFT
Summer
INE320^ (3cr.) Eng. Economy
GNE331 (3cr.) Probability & Statistics
MEE392 (1cr.) Machine Shop
GNE301 (2cr.) Prof. Communication
Third Year
Fall
CIE446 (3cr.) Foundation Eng.
CIE447 (1cr.) SOFT
CIE480 (3cr.) CIE Mngt Fundamentals
GNE303 (2cr.) Engineering Ethics
CIE424 (3cr.) Water Distribution & Treat.
CIE425 (1cr.) LAB
CIE465 (3cr.) Transportation Systems Eng.
CIE466 (1cr.) SOFT
Spring
CIE594 (2cr.) Life Cycle Assessment
CIE595 (1cr.) SOFT
CIE485 (3cr.) Const Planning & Sched
CIE486 (1cr.) SOFT
CIE426 (3cr.) Wastewater Coll. & Treat.
CIE427 (1cr.) SOFT
CIE400 (3cr.) Steel Structures
Summer
CIE498* (6cr.) Professional Experience
Fourth Year
Fall
CIE--/ (3cr.) Technical Elective
CIE--/ (3cr.) Technical Elective
CIE--/ (3cr.) Technical Elective
CIE434* (2cr.) The Civil Eng. Profession
CIE436* (2cr.) Detailing for Civil Engineers
GNE 3-- (3cr.) Eng Signature Course
Spring
Emphasis Courses
CIE--/ (3cr.) Technical Elective
CIE--/ (3cr.) Technical Elective
CIE--/ (3cr.) Technical Elective
CIE499** (3cr.) Capstone Design Project
--- --- LAS Elective (3cr.)
Collated blocks indicate co-requisite courses
Both arrows indicate a prerequisite course
Elective courses: 120 credits + consent of instructor + pre-requisite if any (Check CIE Catalog)
*The Science Elective can be selected from BIO200, BIO203 or other approved Science Elective
*120 credits + consent of instructor, **150 credits + consent of instructor, ^90 credits
#Passing grade on all CIE and MTH courses is D
Effective Fall 2025

ADVISING


Computer Engineering
ENG 009 (3/0) Remedial English
ENG 101 (3) English I
ENG 102 (3) English II
ENG 202 (3) Advanced Academic English
GNE 212 (3) Engineering Mechanics
MTH 201 (3) Calculus III
Prereq: MTH 102
PHY 201 (3) Electricity & Magnetism
MTH 207 (3) Discrete Structures 1
COE 201 (1) Computer Proficiency
MTH 206 (3) Calculus IV
MTH 304 (3) Differential Equations
COE 211 (4) Computer Programming
LAS Elective (3)
LAS Elective (3)
COM 203 (3) Art of Public Communication
Free Elective (3)
LAS Elective (3)
Year 1
GNE 331 (3) Probability & Statistics
ELE 300/303 (3/1) Electric Circuits / Lab
COE 321 (3) Logic Design
COE 312 (3) Data Structures
LAS Elective (3)
ELE 430 (3) Signals & Systems
ELE 401/402 (3/1) Electronics I / Lab
COE 322 (1) Logic Design Lab
COE 323 (3) Microprocessors
COE 415 (3) Computer Programming II
COE 313 (1) Data Structures Lab
GNE 301 (2) Professional Communication
GNE 303 (2) Engineering Ethics
INE 320 (3) Engineering Economy I
Year 2
ELE 537 (3) Communication Systems
COE 324 (1) Microprocessors Lab
COE 423 (3) Computer Architecture
COE 418 (3) Database Systems
COE 415B (1) Computer Programming II Lab
3rd Year
COE 493 (3) Professionalism
COE Technical Elective (3)
ELE 540 (1) Communication Systems Lab
3rd Year
COE 424 (3) Digital Systems
3rd Year
COE 416 (3) Software Engineering
COE Technical Elective (3)
COE Technical Elective (3)
COE Technical Elective (3)
COE 498 (6) Professional Experience
Year 3
ELE 442/443 (3/1) Control Systems / Lab
4th Year
COE 593 (3) COE Application
COE 425 (1) Digital Systems Lab
COE 521 (3) Embedded Systems
COE 414 (3) Operating Systems
5th Year
COE 595 (3) Capstone Design Project I
4th Year
COE 431 (3) Computer Networks
GNE --- (3) SOE Signature Course
COE 596 (3) Capstone Design Project II
ECE Technical Elective (3)
ECE Technical Elective (3)
Year 4
Code (credits) Course Name
Freshman English
Liberal Arts & Sciences Core
Liberal Arts & Sciences Elec.
Mathematics & Science
General Engineering
Major Course
Legend
Version: December 2023

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 Cap	WL Act	WL Rem	XL Cap	XL Act	XL Rem	Instructor	Date (MM/DD)	Location	Attribute
☑	22313	CIE	202	31	2	3.000	Mechanics of Materials	TR	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).

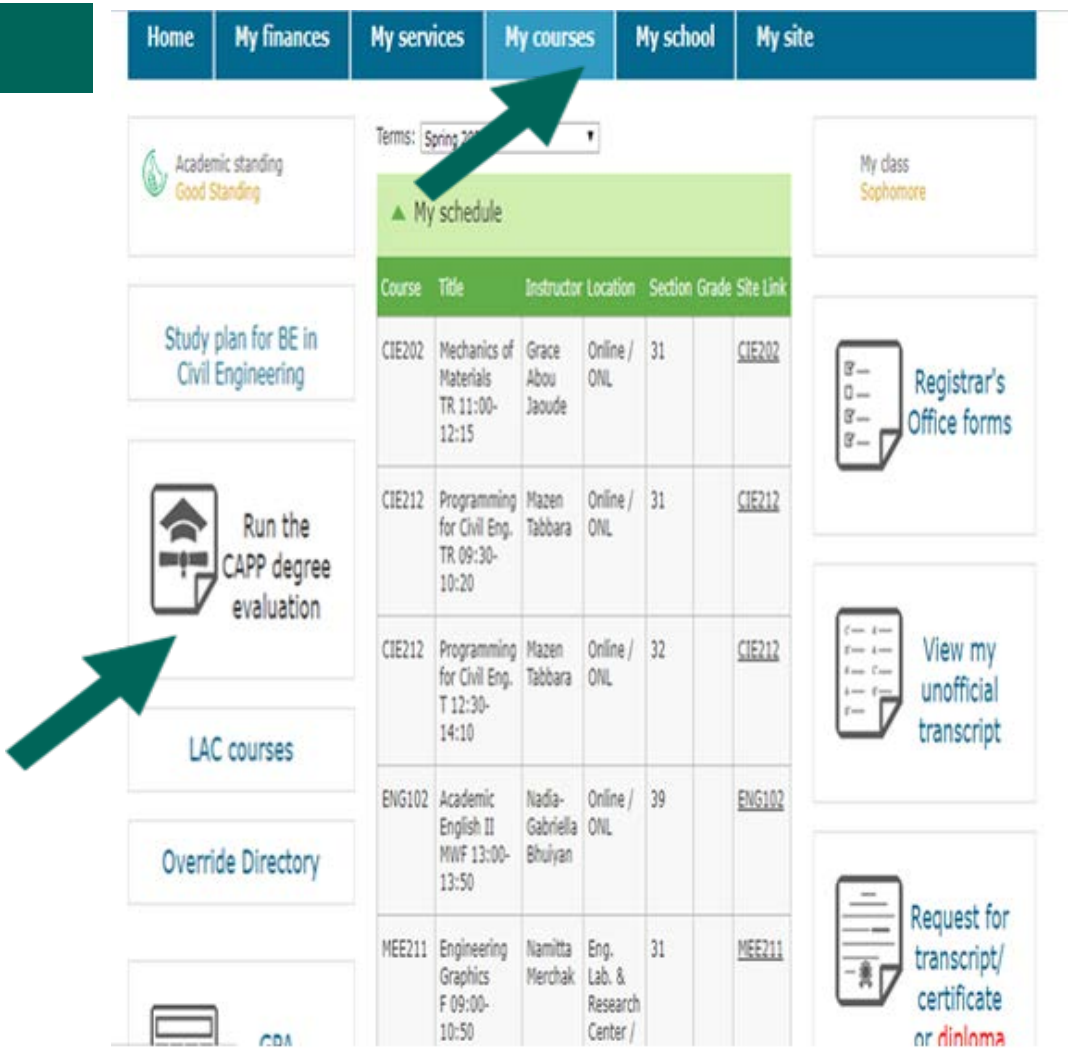
ADVISING

How to access your Degree Evaluation

1- Log Into your LAU Portal

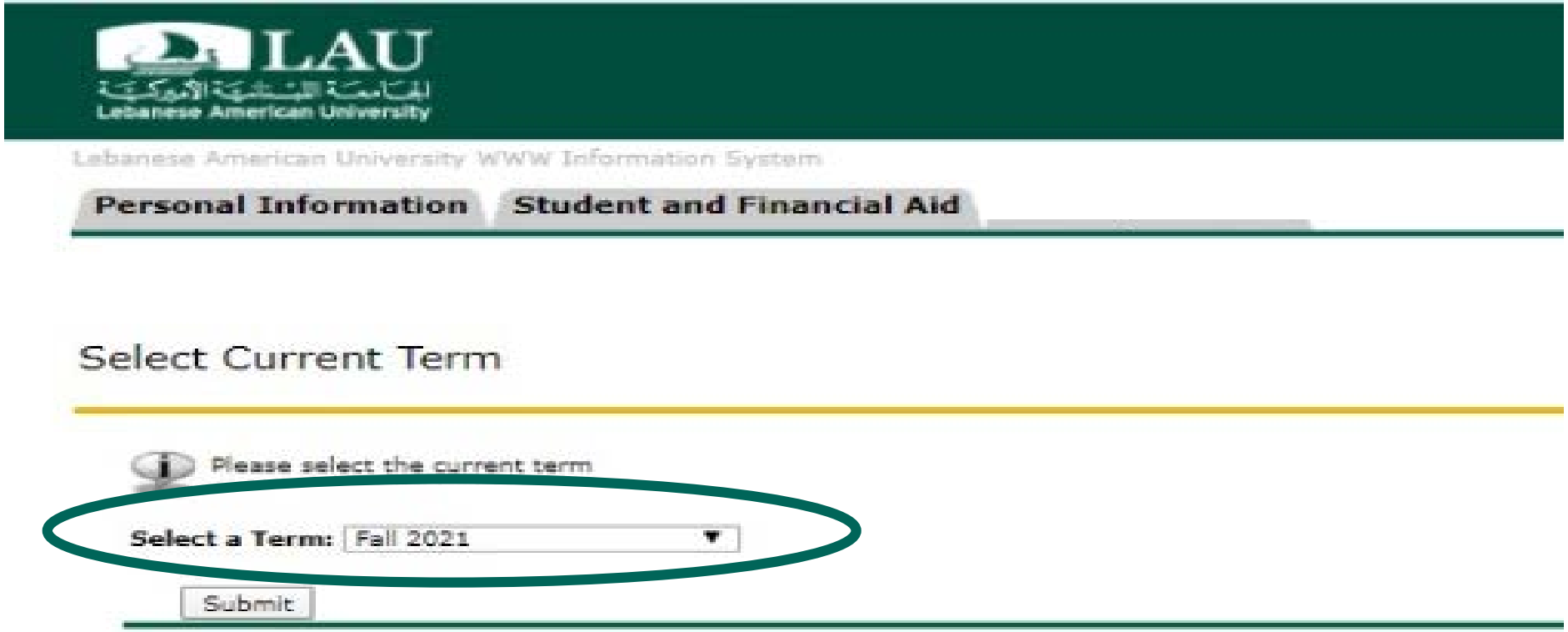
2- Select My Courses

3- Run the CAPP Degree Evaluation



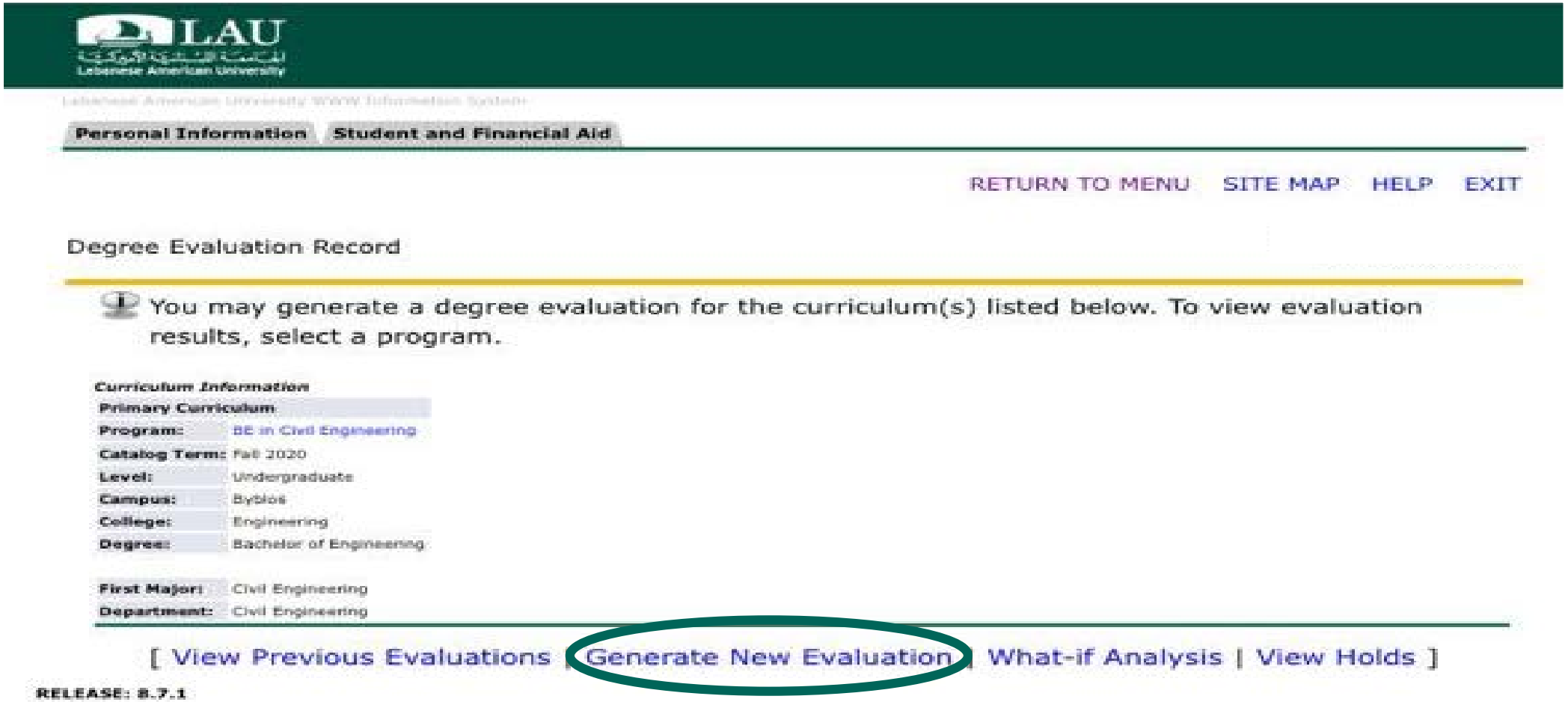
ADVISING

Select the Term and Submit



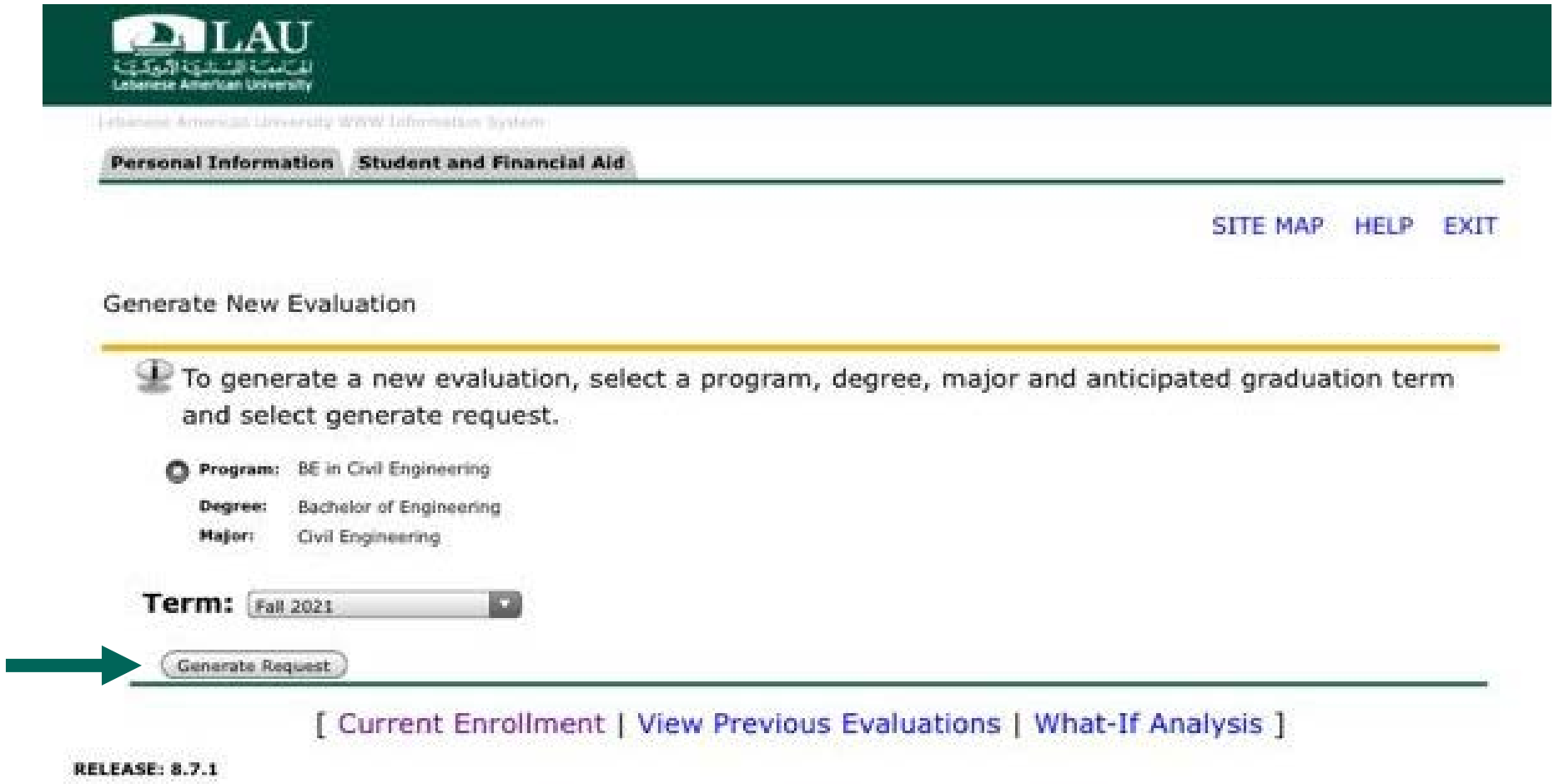
ADVISING

Choose: Generate New Evaluation



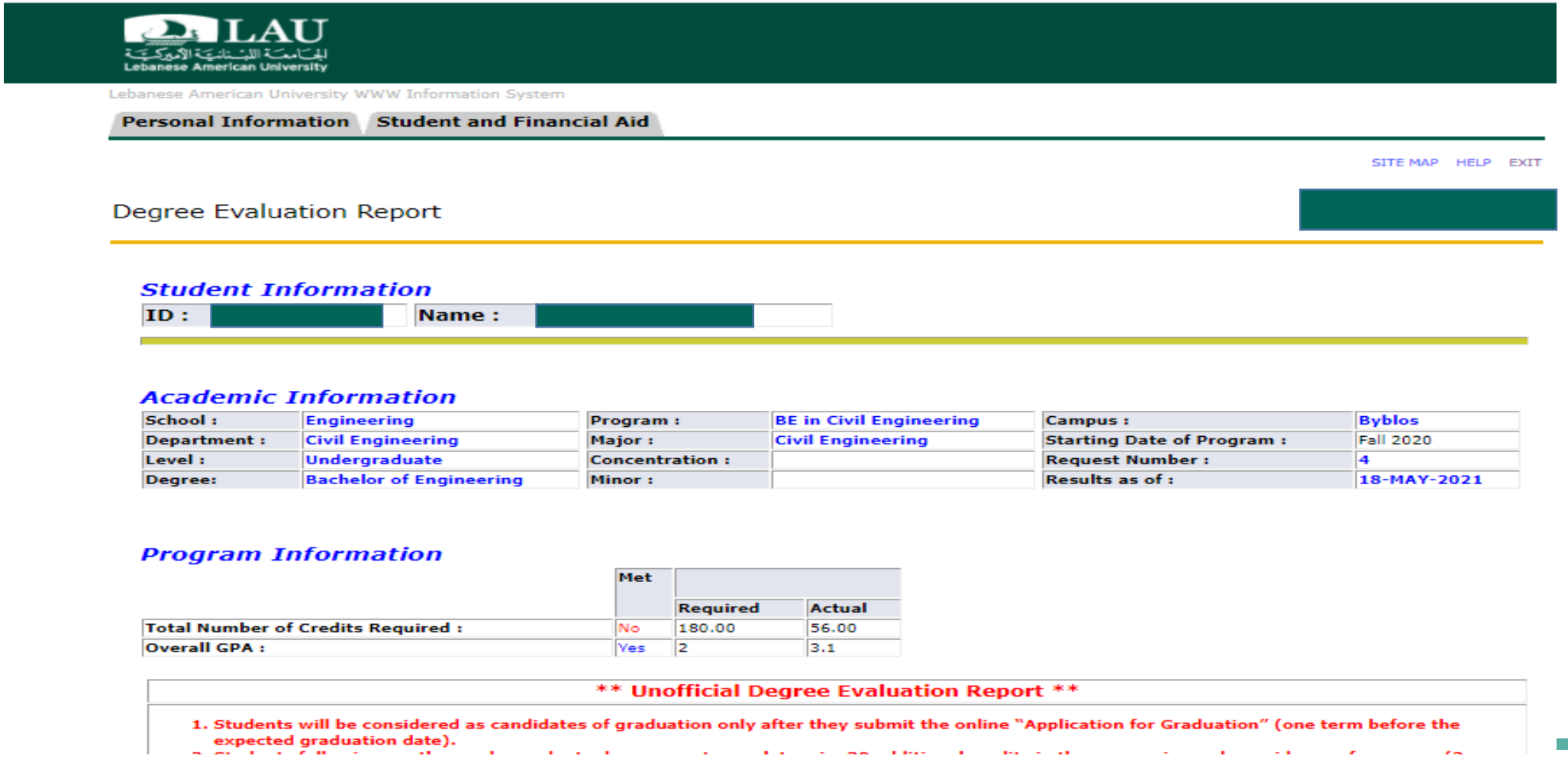
ADVISING

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



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

[redacted]

Student Information

ID :	[redacted]	Name :	[redacted]

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

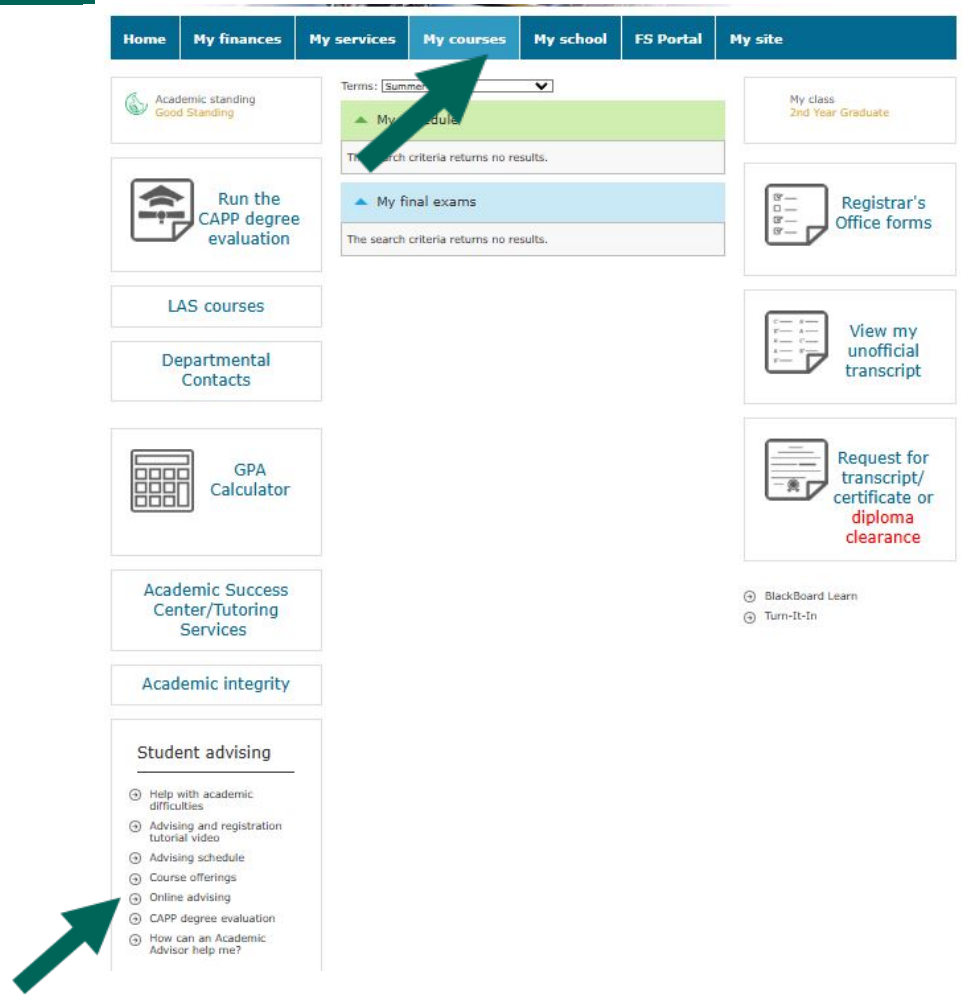
** Unofficial Degree Evaluation Report **

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

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

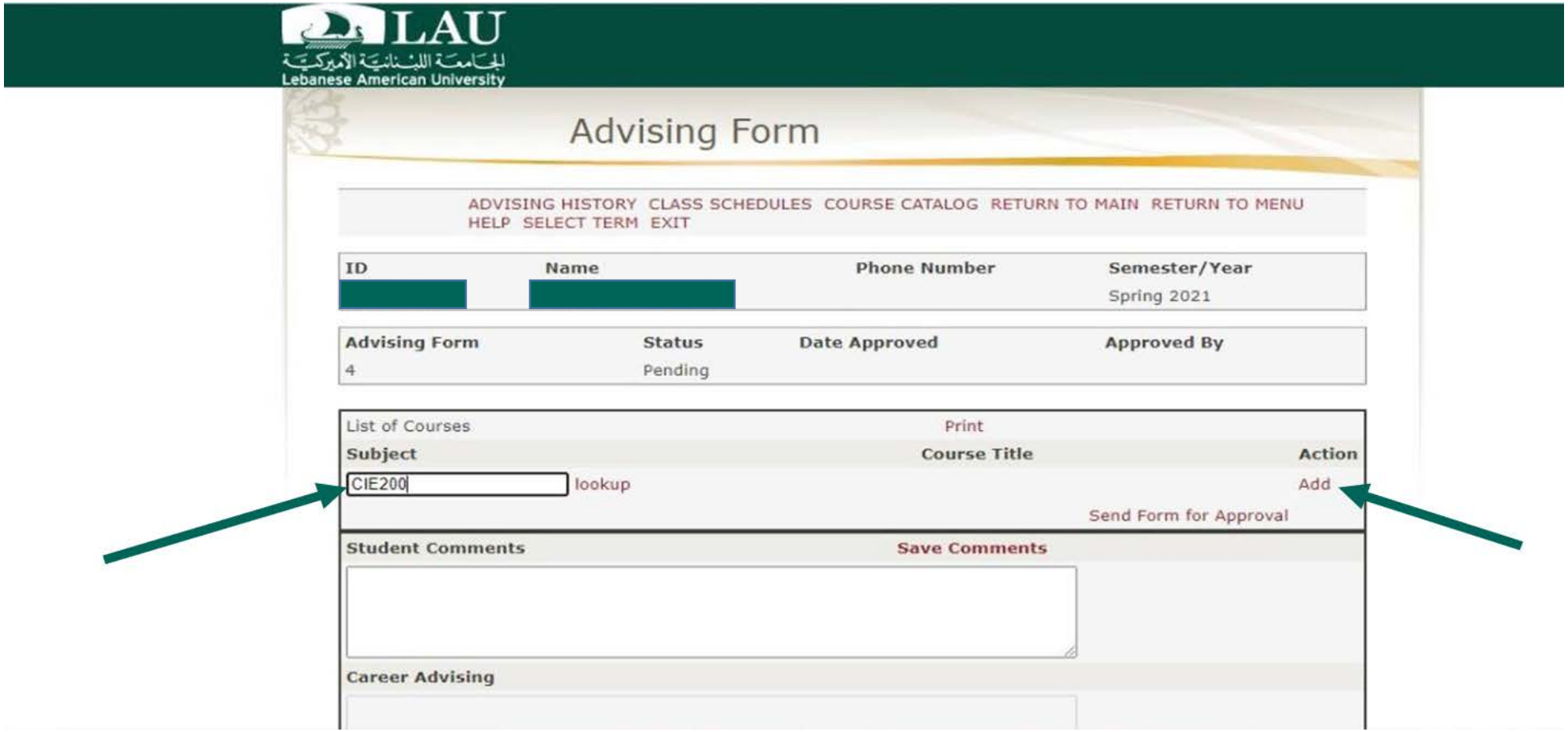


ADVISING

Select the Term and submit

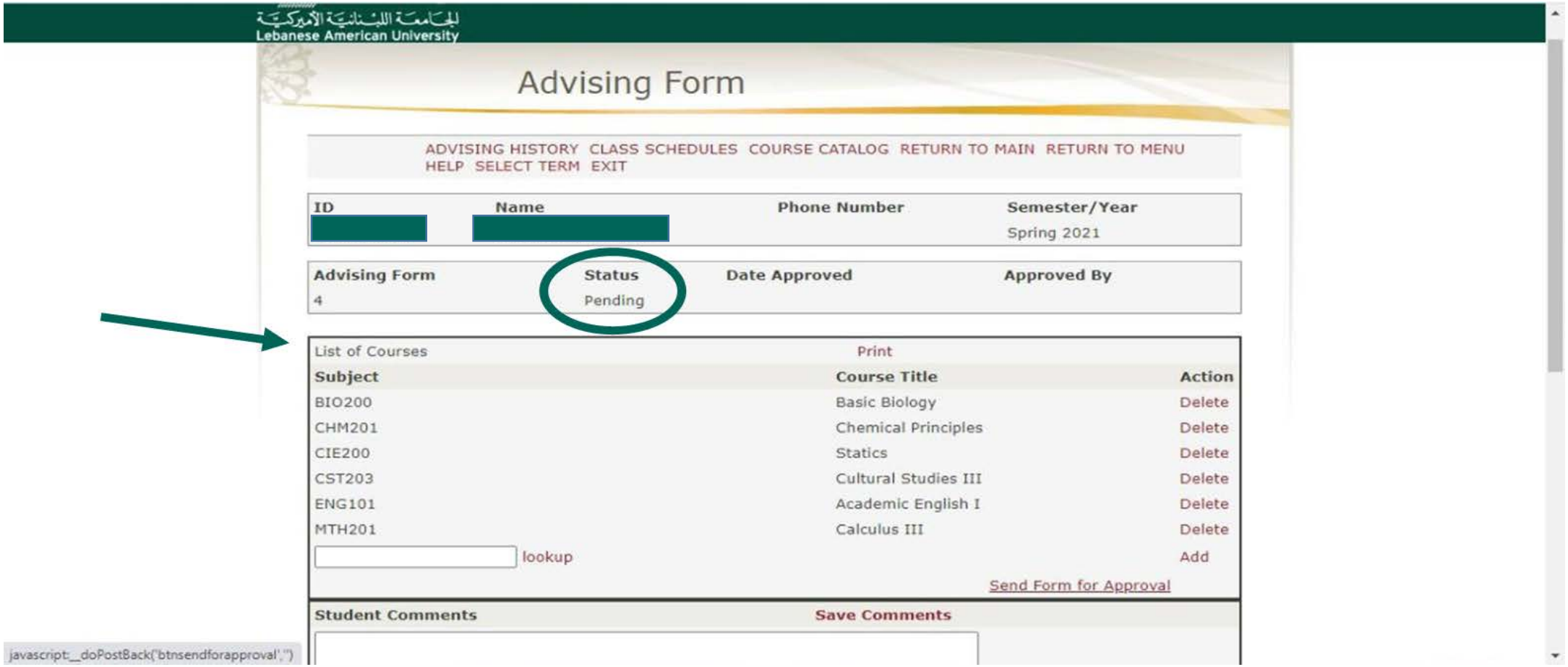
ADVISING

Fill the courses you need to take and click Add



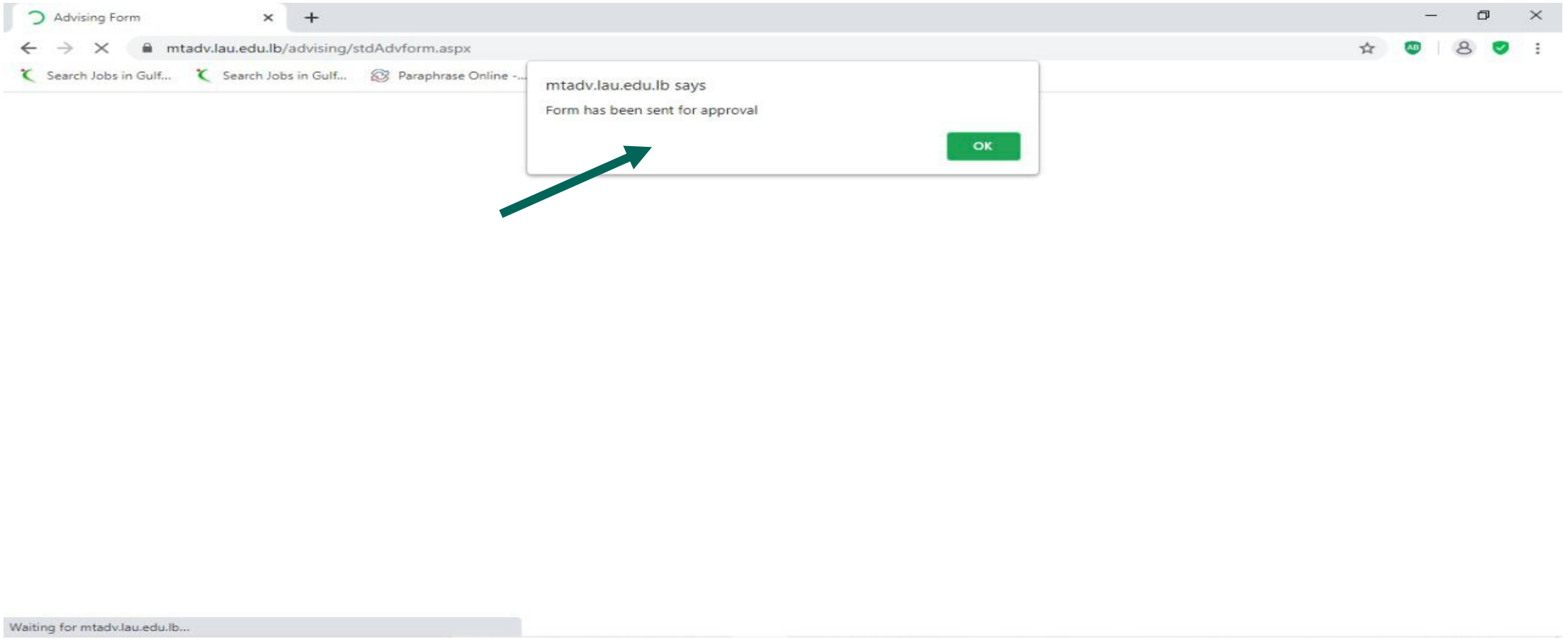
ADVISING

Fill the Advising Form



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.

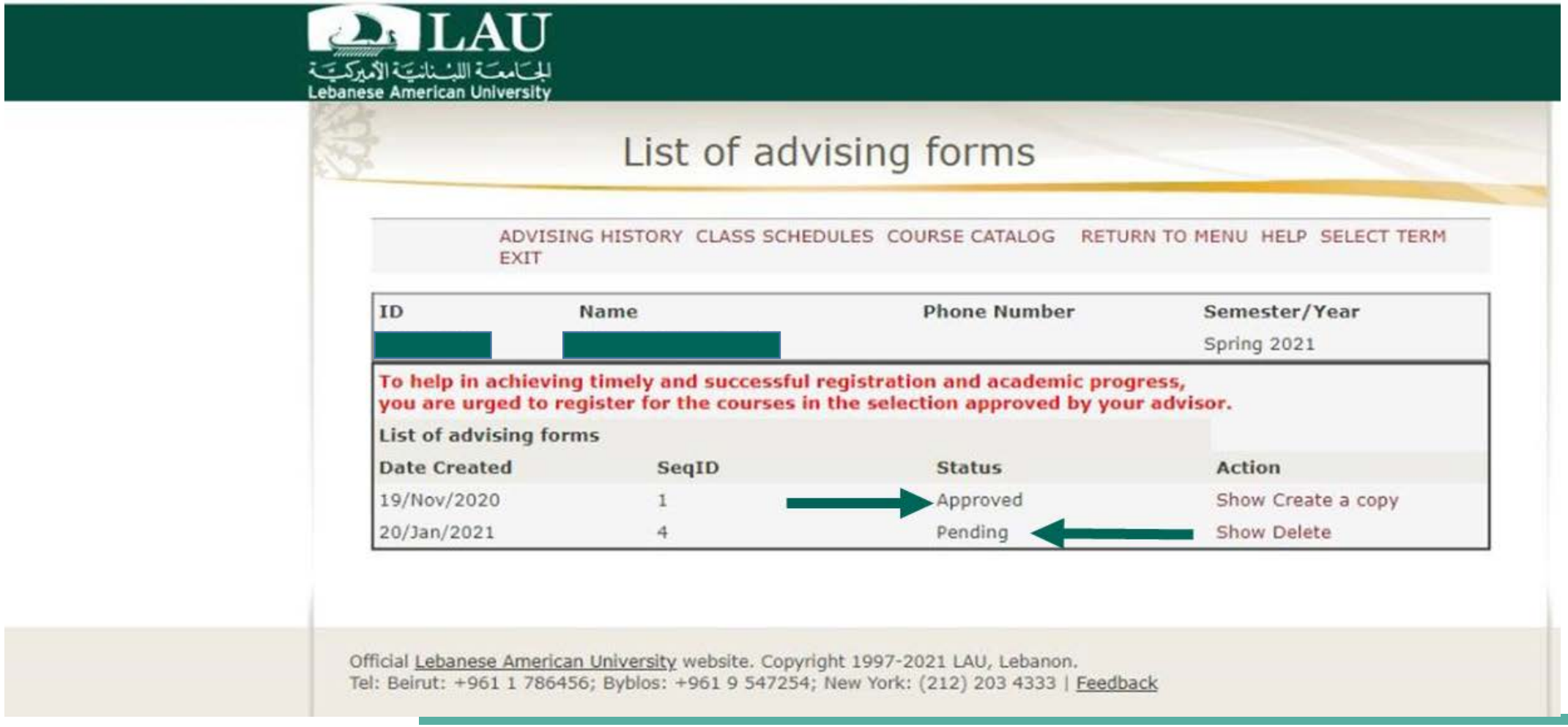
- Make sure to fill the advising form at last 24 hours prior to the registration period otherwise you will lose your chance to register the courses you want as they may fill up.

- 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



REGISTRATION

Registration Process

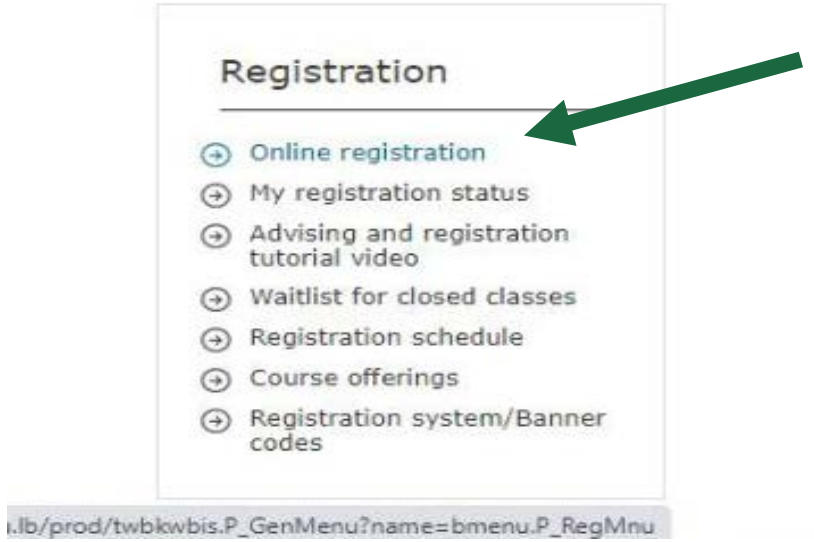
-Log in to your portal using your LAU credentials.

-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).

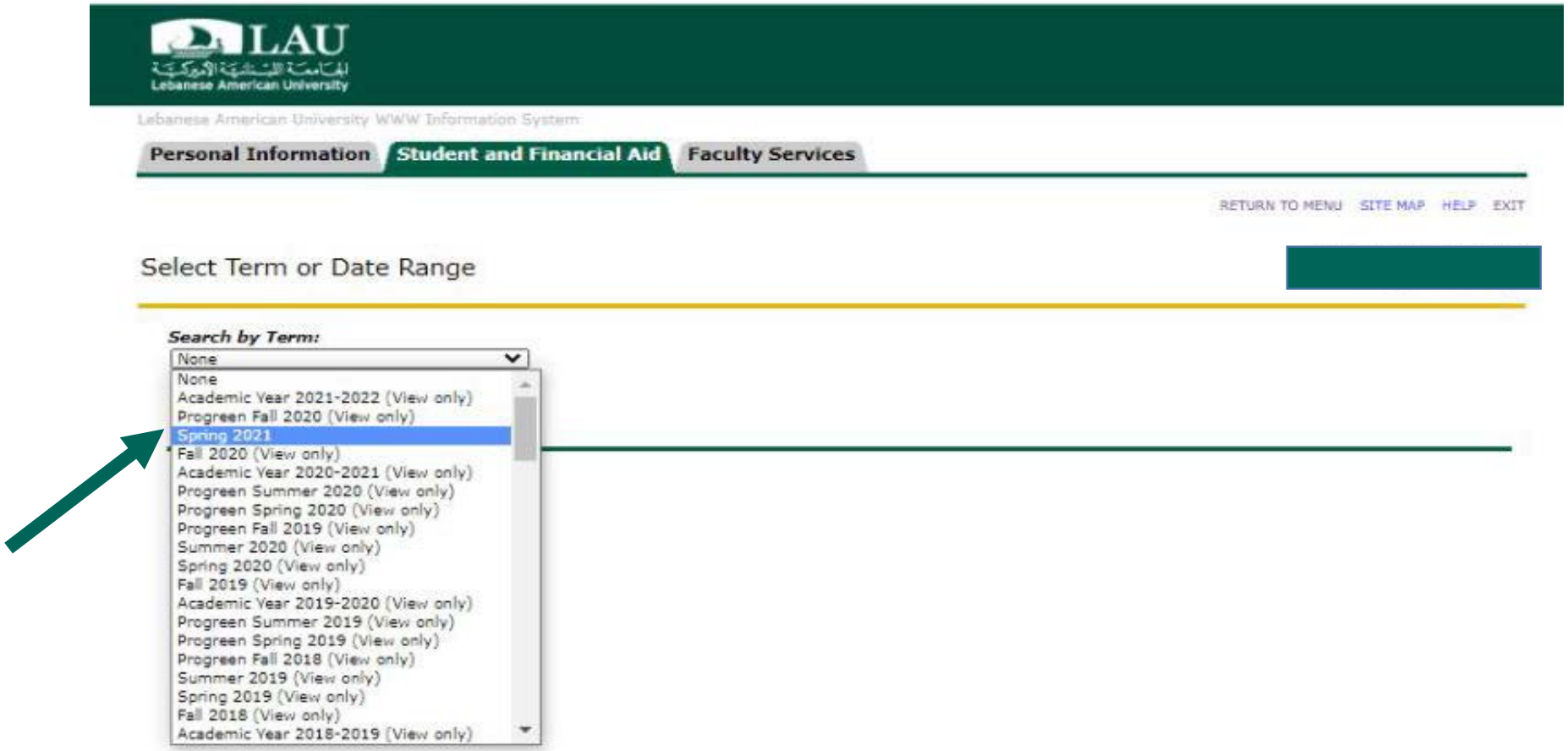
REGISTRATION

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



REGISTRATION

Select the Term

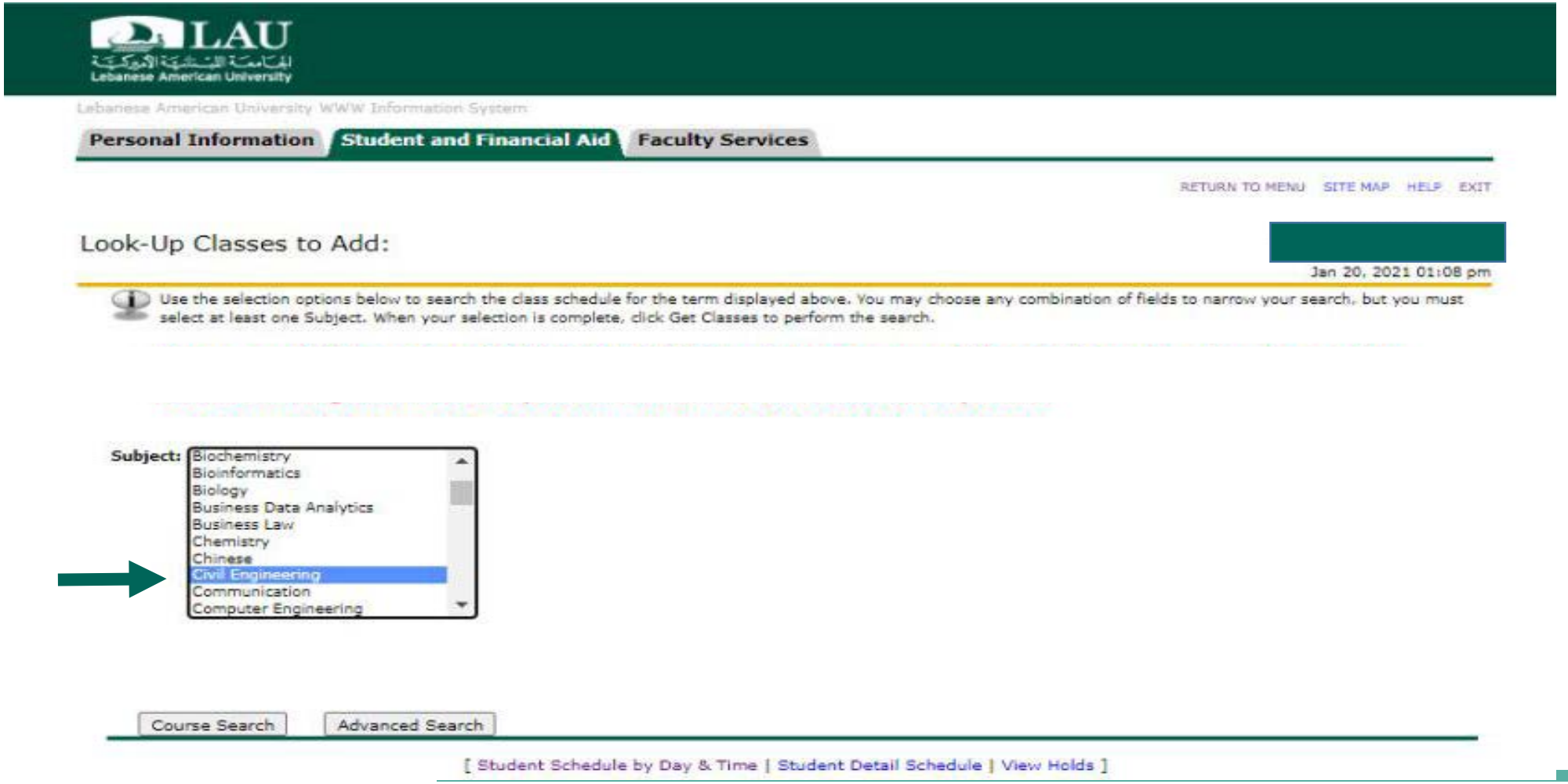


REGISTRATION

Look up for Classes to Add

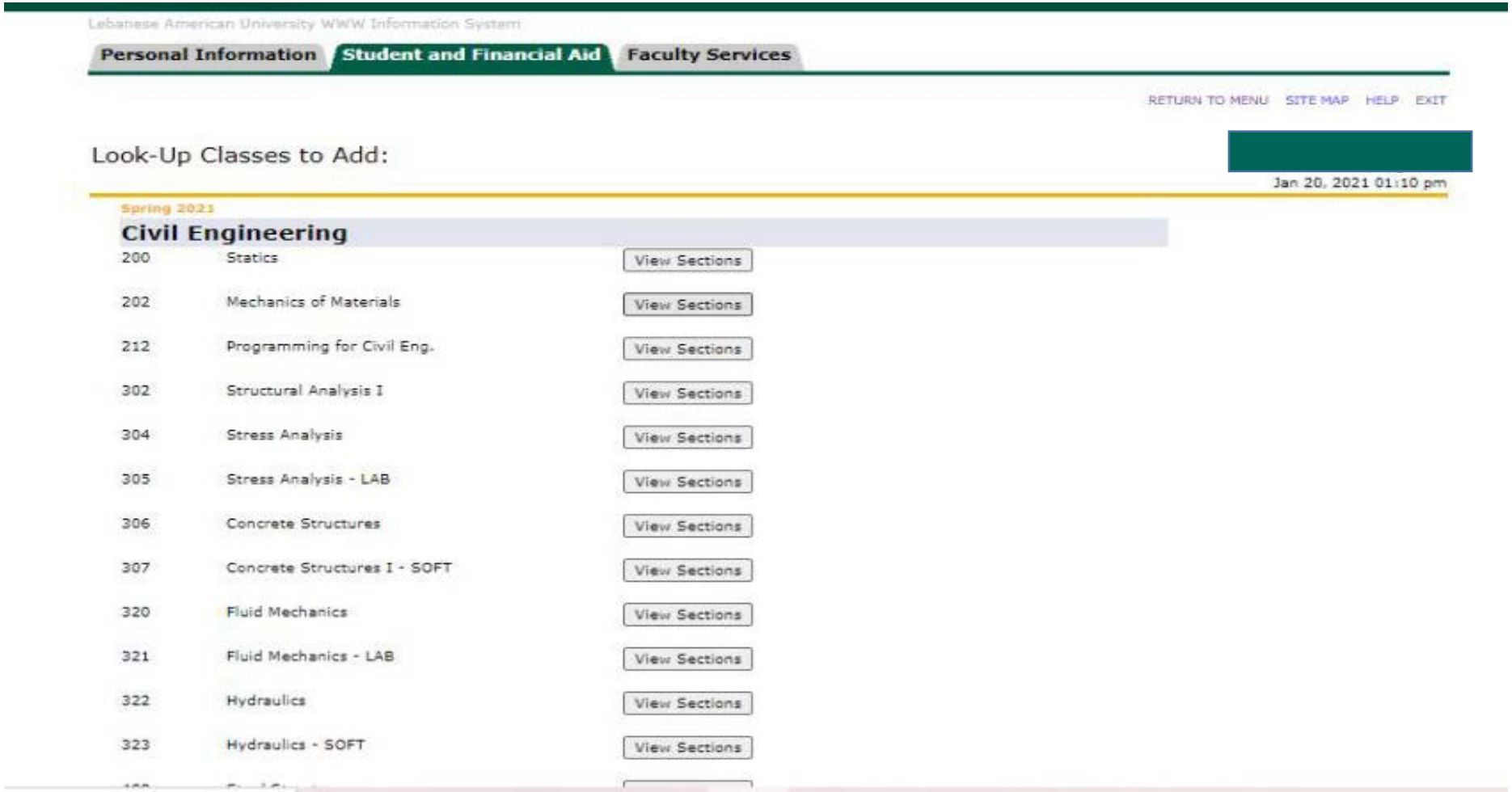
REGISTRATION

Select the Course Major



REGISTRATION

Look Up for Classes to Add



REGISTRATION

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

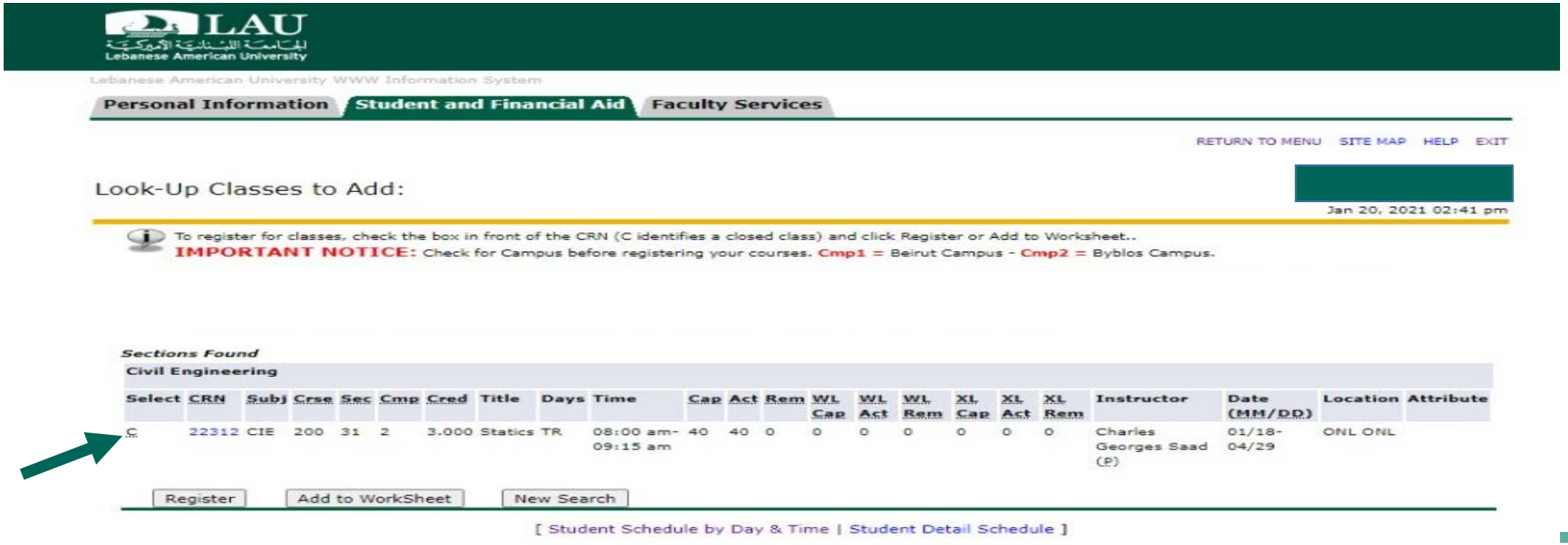
																				Requirement
C	22687	ENG	101	34	2	3.000	Academic English I	MWF	10:00 am-10:50 am	25	25	0	0	0	0	0	0	0	Nayla Fayez Kobrassi (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
	22688	ENG	101	35	2	3.000	Academic English I	TR	02:00 pm-03:15 pm	25	24	1	0	0	0	0	0	0	Christel Raymond Dahdouh (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
C	22689	ENG	101	36	2	3.000	Academic English I	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
C	22690	ENG	101	37	2	3.000	Academic English I	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
C	22691	ENG	101	38	2	3.000	Academic English I	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
C	22692	ENG	101	39	2	3.000	Academic English I	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
	22693	ENG	101	40	2	3.000	Academic English I	TR	02:00 pm-03:15 pm	25	7	18	0	0	0	0	0	0	Rita Nicolas Abdelnour (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
	22694	ENG	101	41	2	3.000	Academic English I	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

Register | Add to WorkSheet | New Search

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

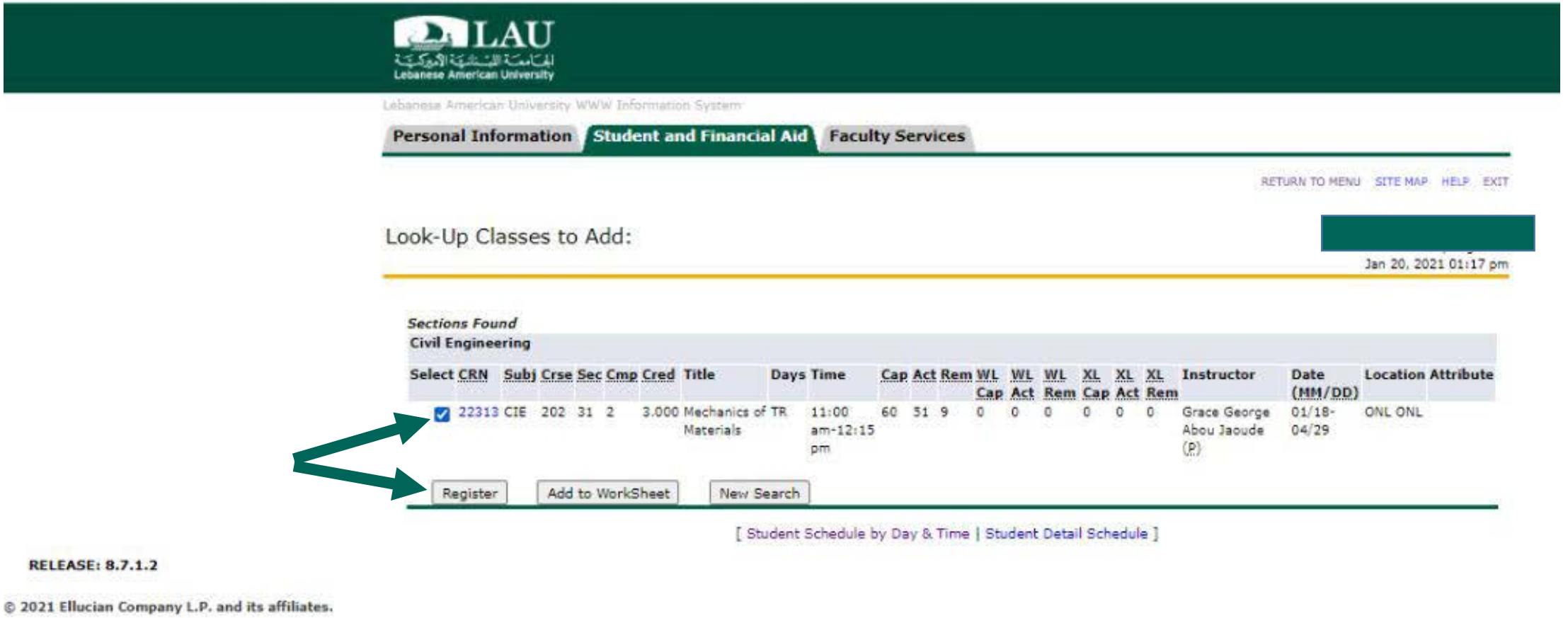
REGISTRATION

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



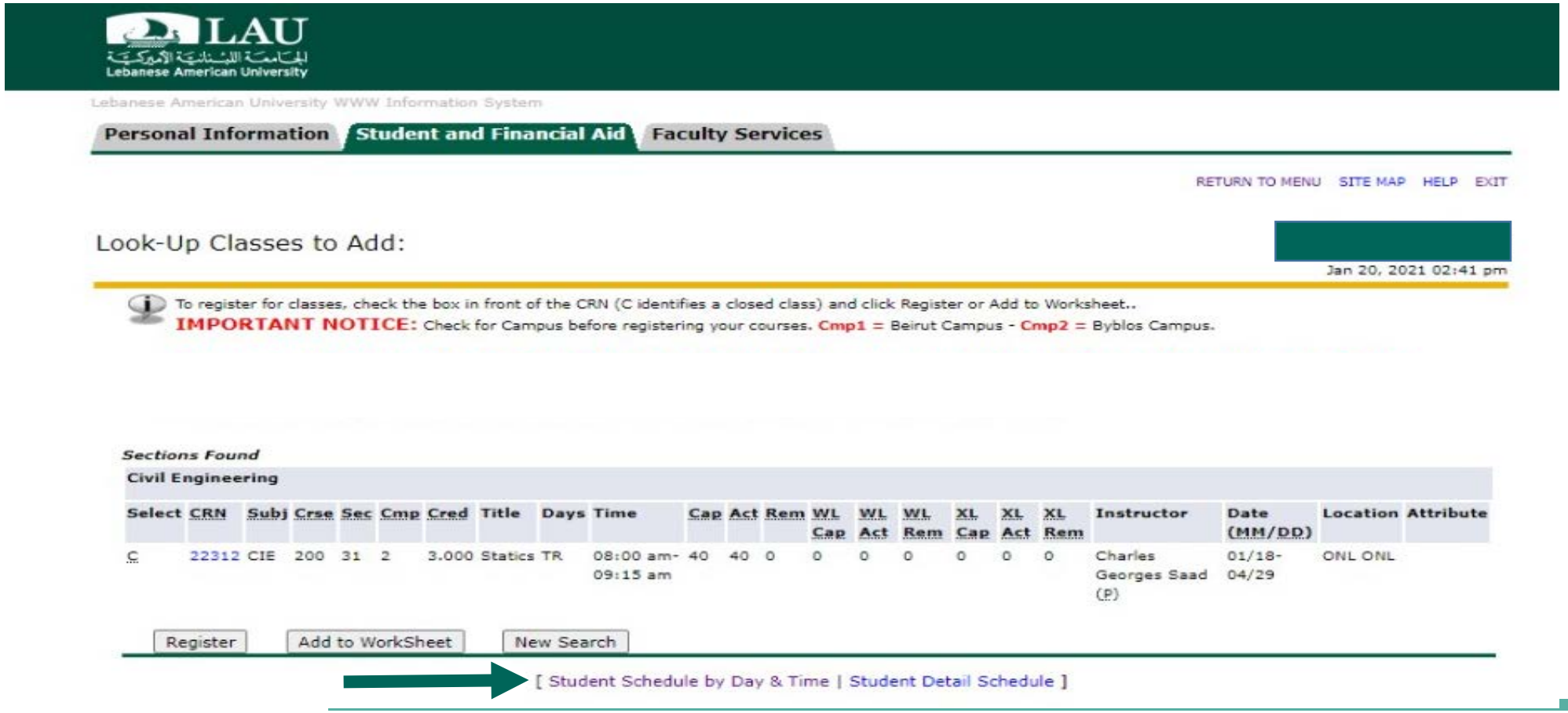
REGISTRATION

Select the needed CRN and Click on Register



REGISTRATION

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



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
businessoffice.beirut@lau.edu.lb

Academic Hold – Contact Registrar's office
registrar.byblos@lau.edu.lb
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

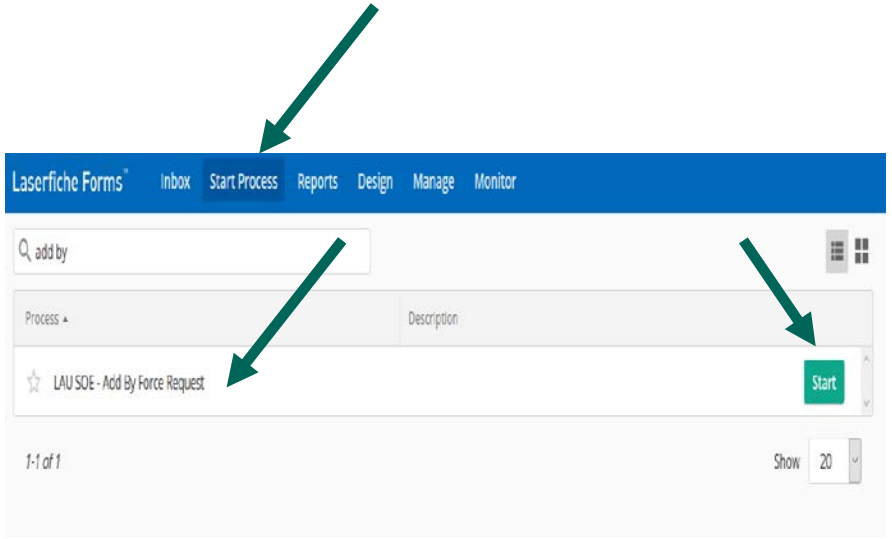
How to submit an Add By Force / Override Permission Request

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

- Login using your LAU credentials (If Required)

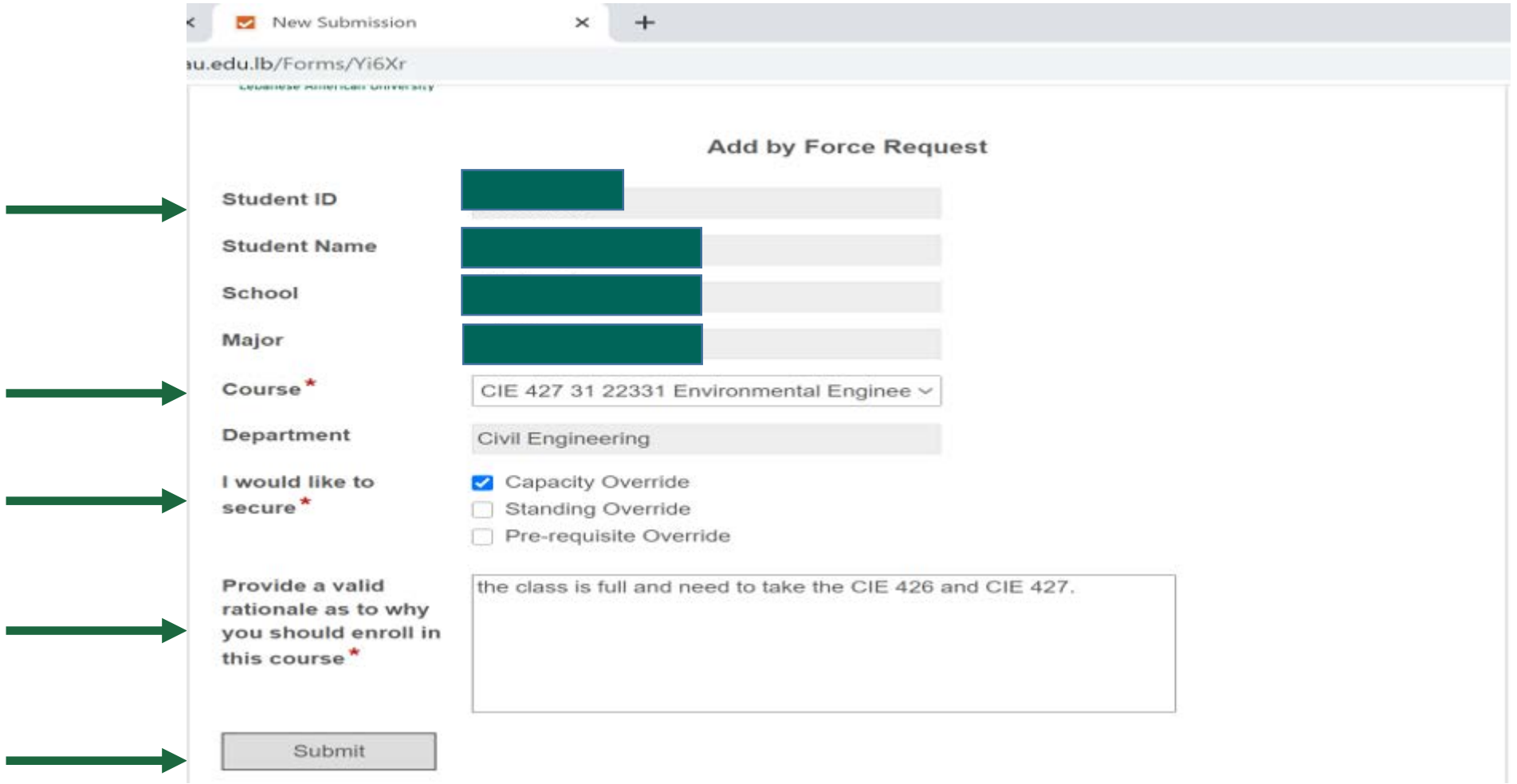
- Go to Start Process and choose LAU SOE – Add By Force Request

- Click on Start to submit your Request

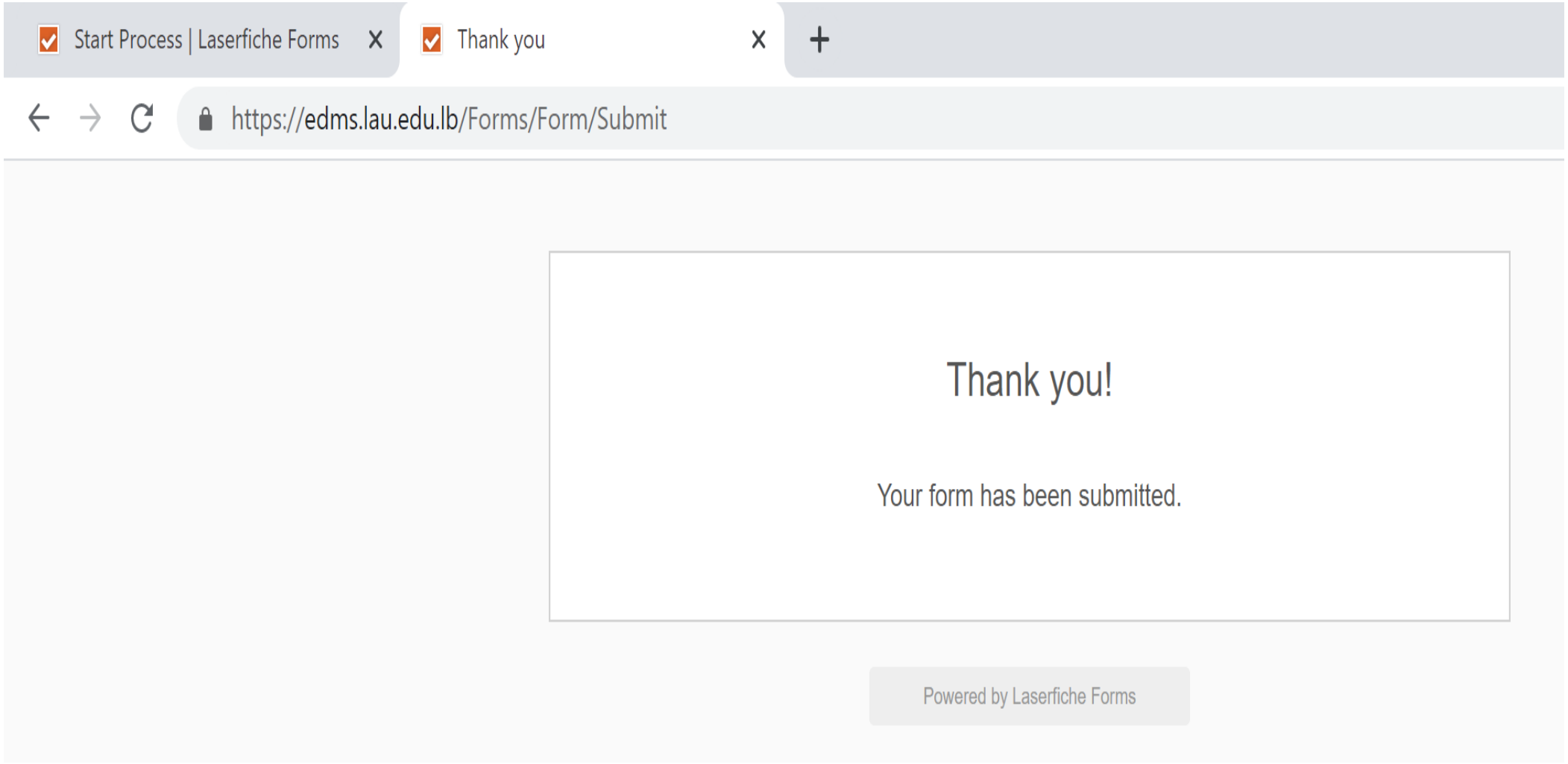


- After your request is checked, you will receive an email informing you of the department’s decision.

ADD BY FORCE


New Submission
u.edu.lb/Forms/Yi6Xr
Add by Force Request
Student ID
Student Name
School
Major
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

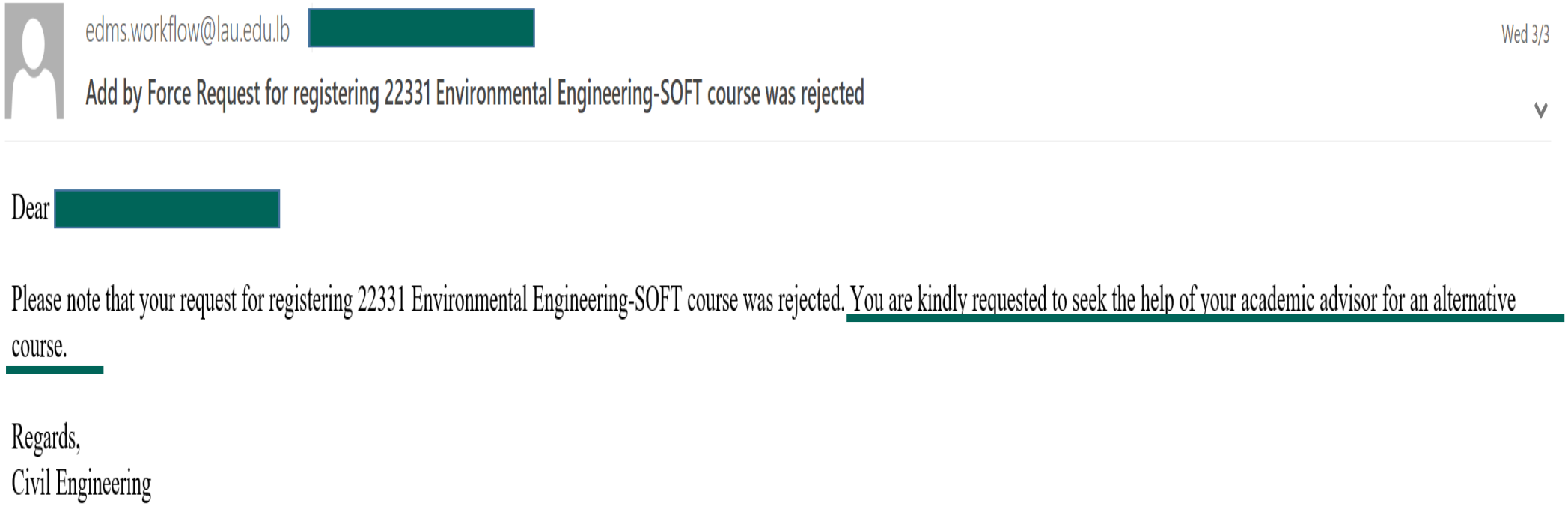
ADD BY FORCE


Start Process | Laserfiche Forms
Thank you
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

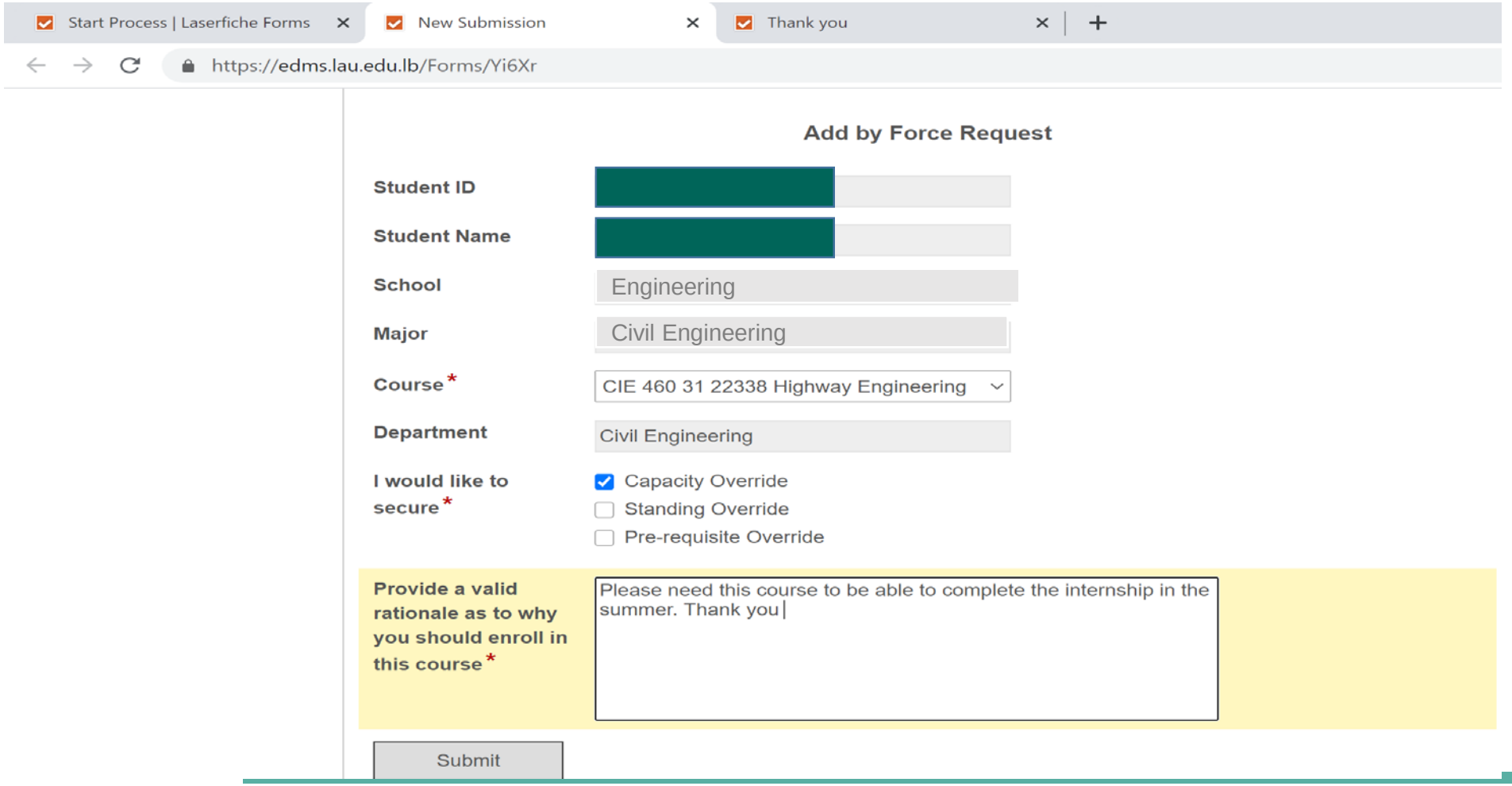
Dear [redacted]

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

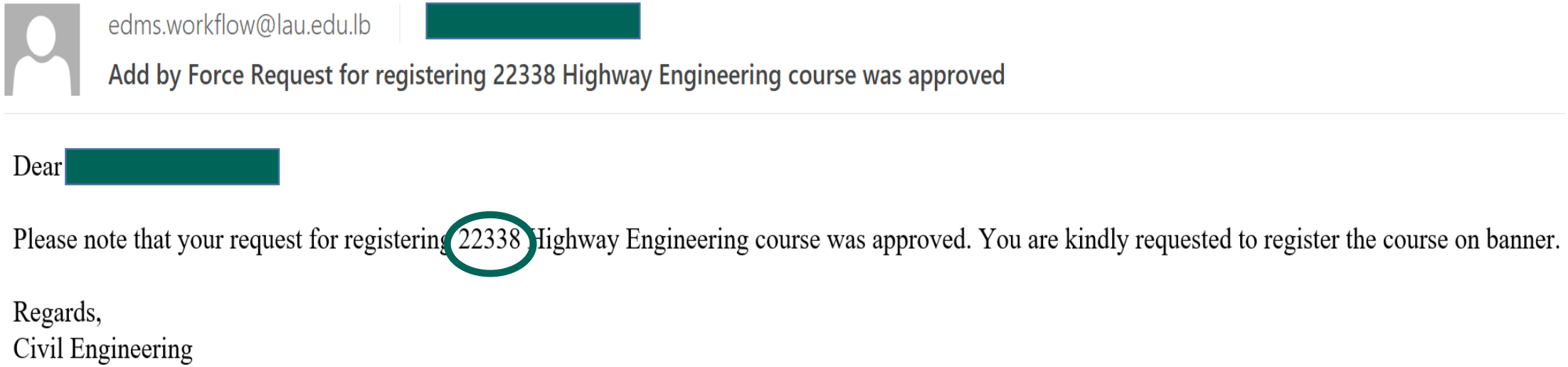
ADD BY FORCE

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



ADD BY FORCE

If Approved



edms.workflow@lau.edu.lb [redacted]

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

Dear [redacted]

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

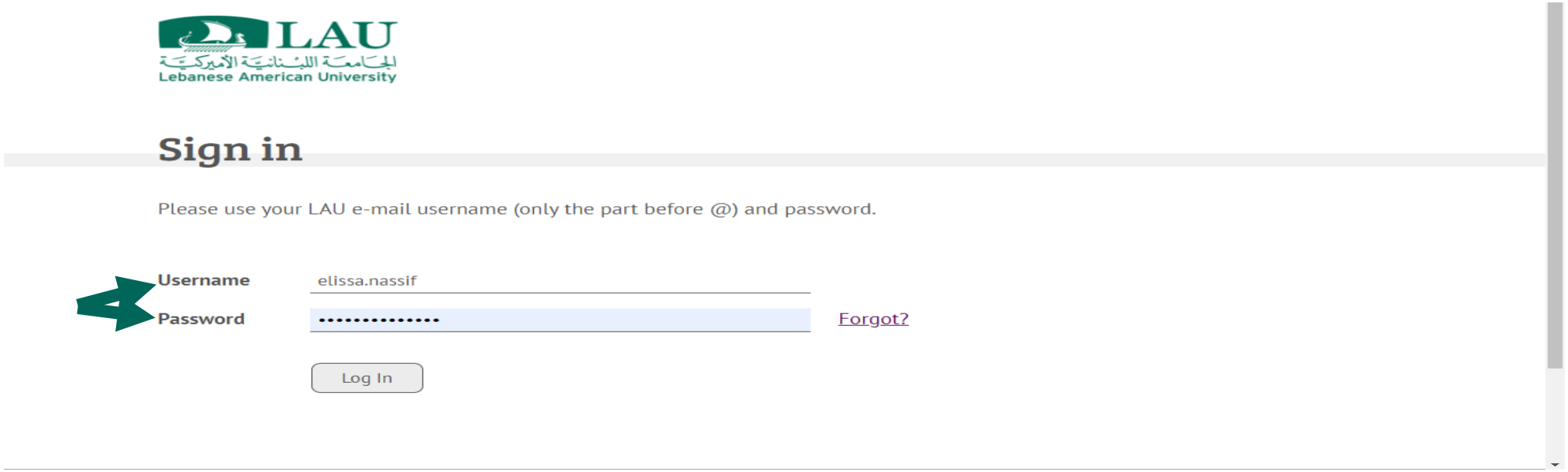
- You need first to **consult with your advisor** before you submit a petition. Some cases do not need a petition.

- 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

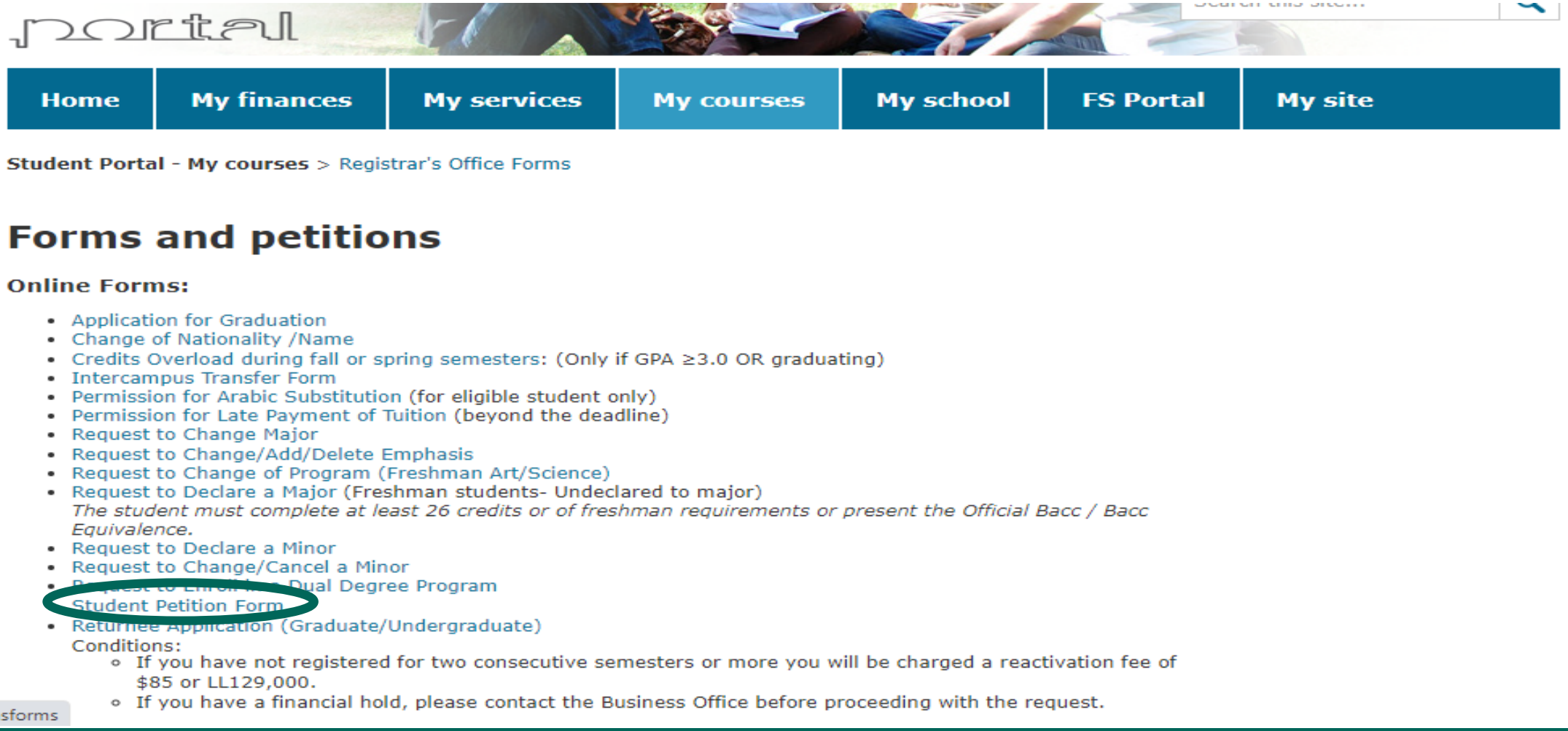


PETITIONS

Click on Registrar's Office Forms-

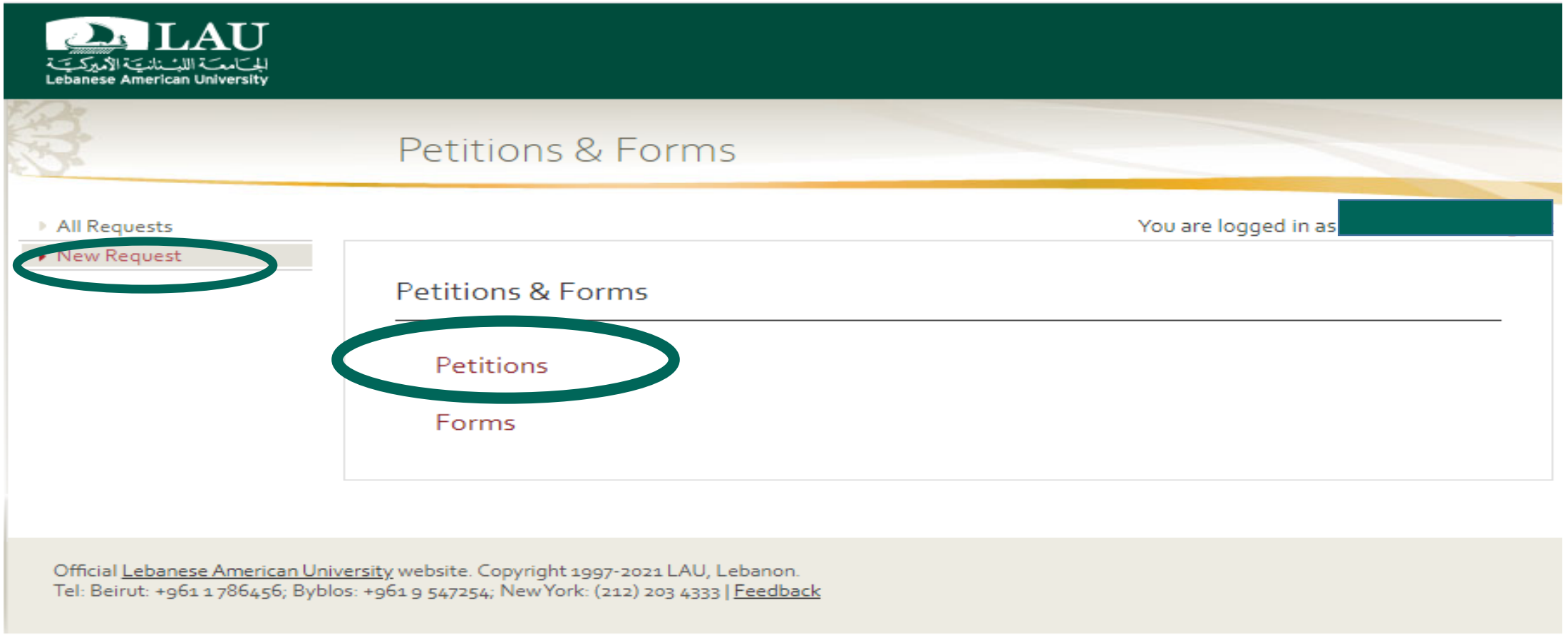
PETITIONS

Select Student Petition Form



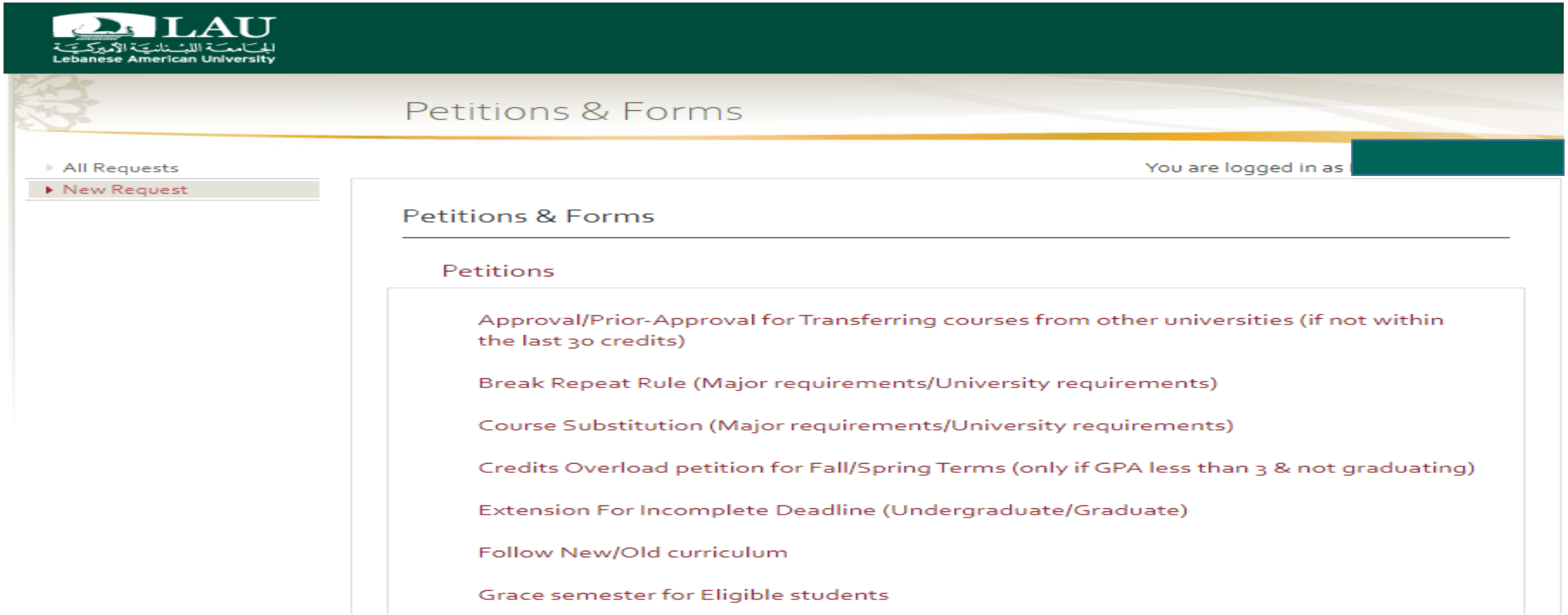
PETITIONS

Click on New Request then Petitions



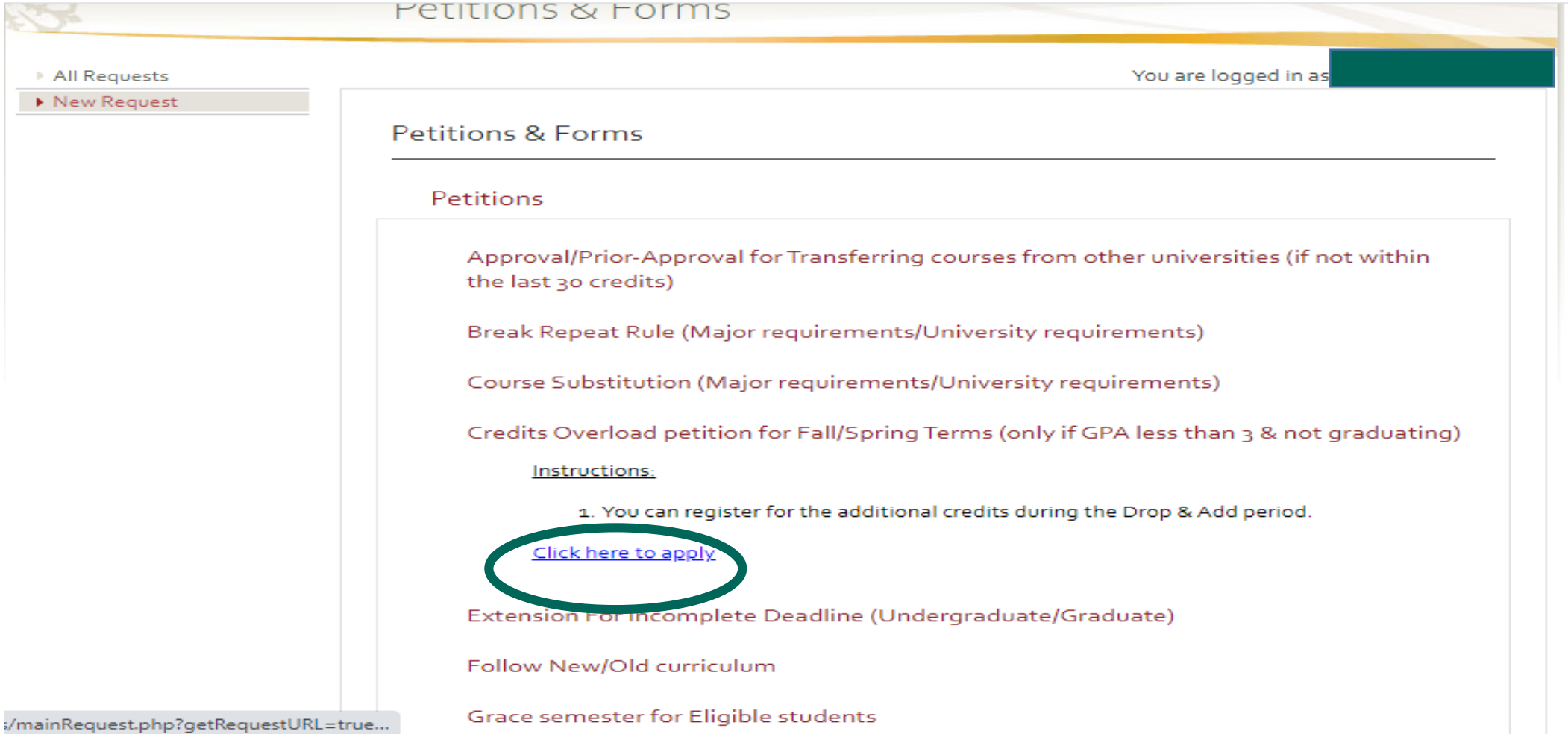
PETITIONS

Select the Reason you are applying for a Petition



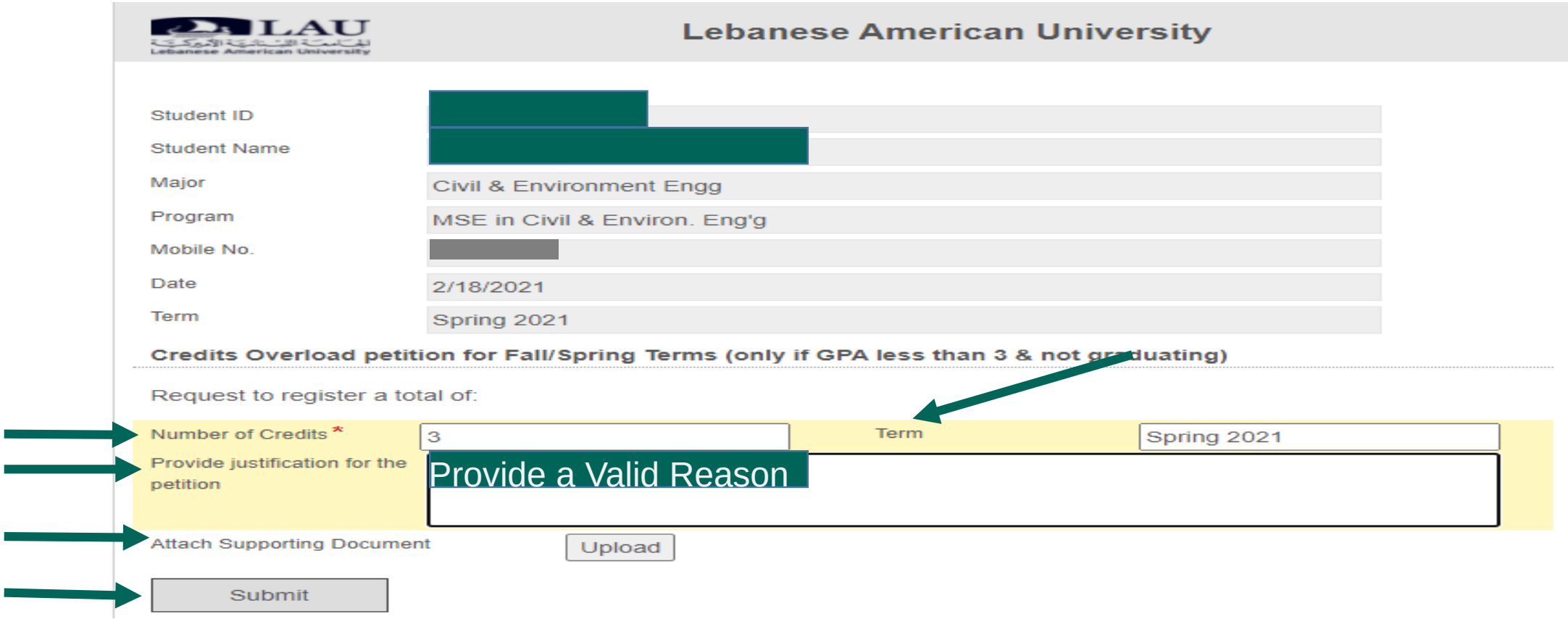
PETITIONS

As an example, if you select Credits Overload



PETITIONS

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



PETITIONS

The PROCESS

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, 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 .

LAU
الجامعة اللبنانية الأميركية
Lebanese American University

Thank You