

# School of Engineering

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*Frequently Asked Questions*

# TOPICS

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

# ACADEMIC CALENDAR

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## What is it?

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

## Where to find it?

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

# ACADEMIC CALENDAR

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## Important Timeline to follow

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

Advising

Registration

- 2<sup>nd</sup> Phase *(for students who missed the 1<sup>st</sup> phase)* / Drop and Add - 1<sup>st</sup> few days of the semester:

Late Advising

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

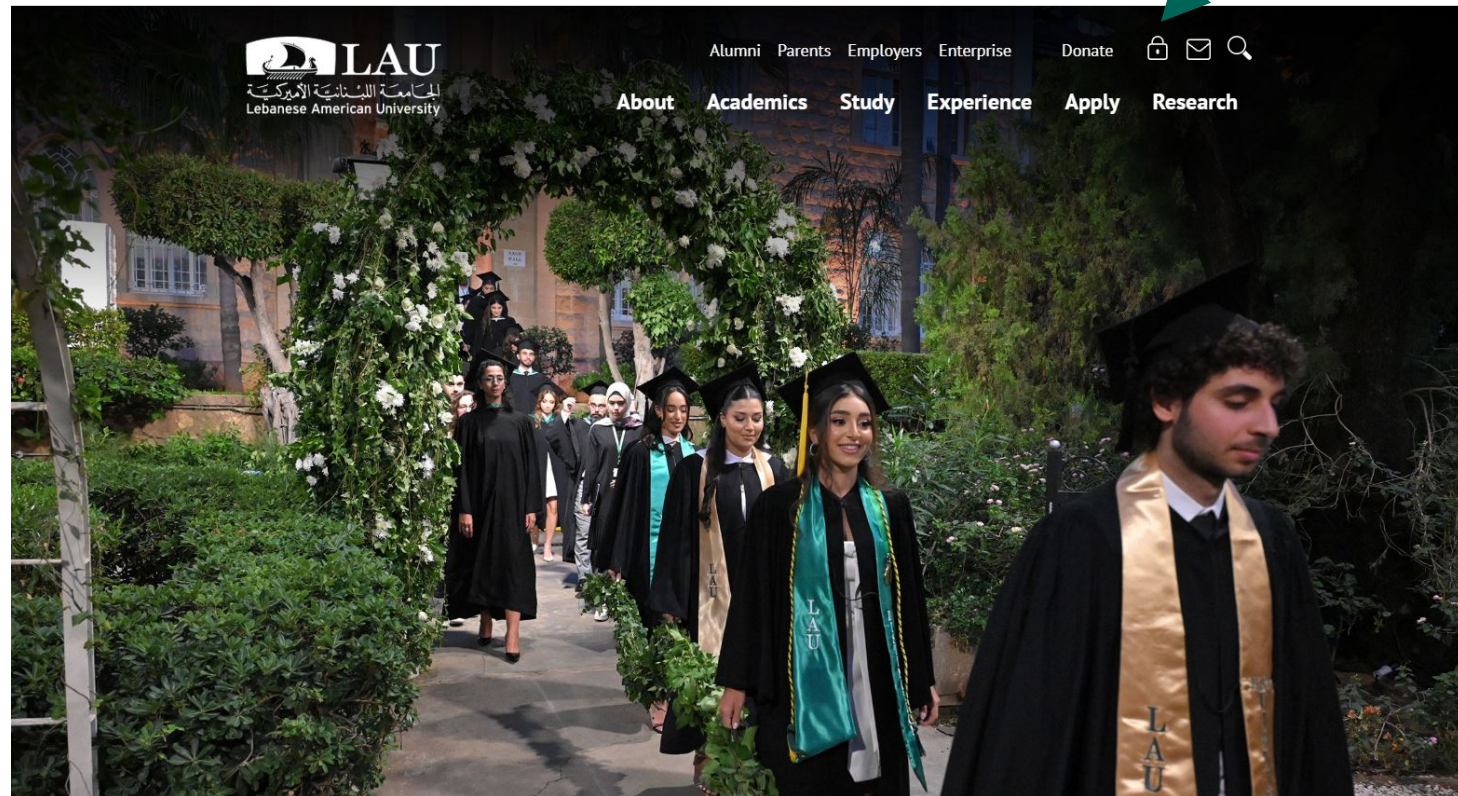
- Add by Force - last 2 days of the drop/add period

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# ADVISING

How to access your LAU Portal

Go to the LAU Website and click on Portal



# ADVISING

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## Enter your Credentials

### Sign in

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

Username

c

Password

••••••••••••••••

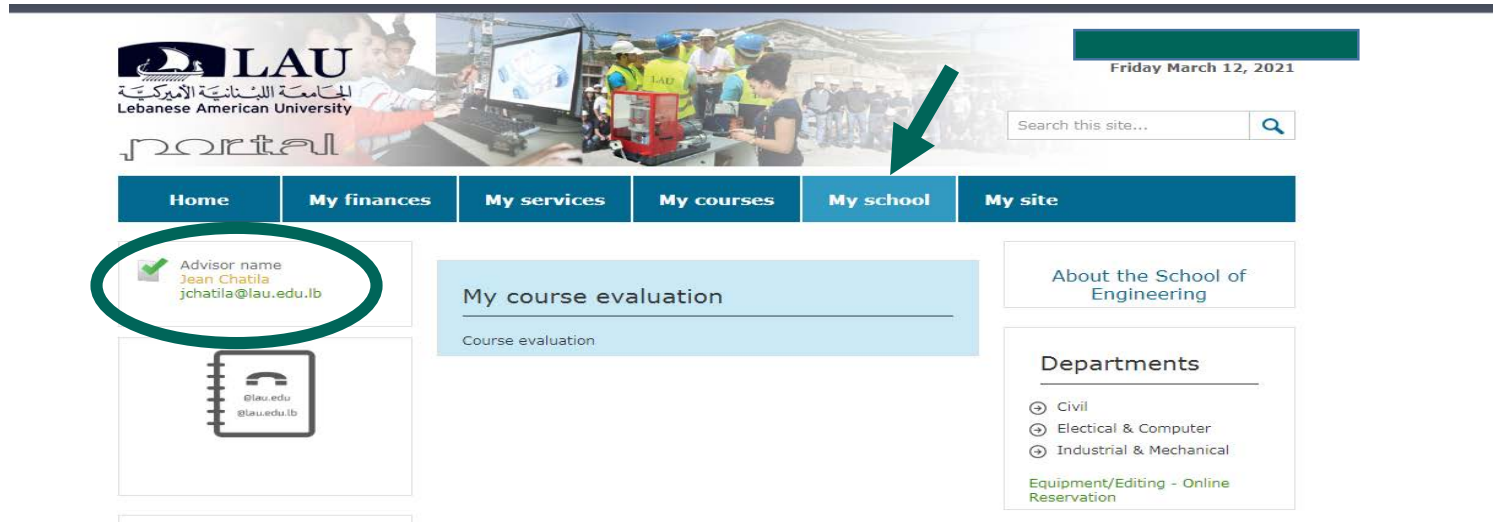
[Forgot?](#)

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

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## 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

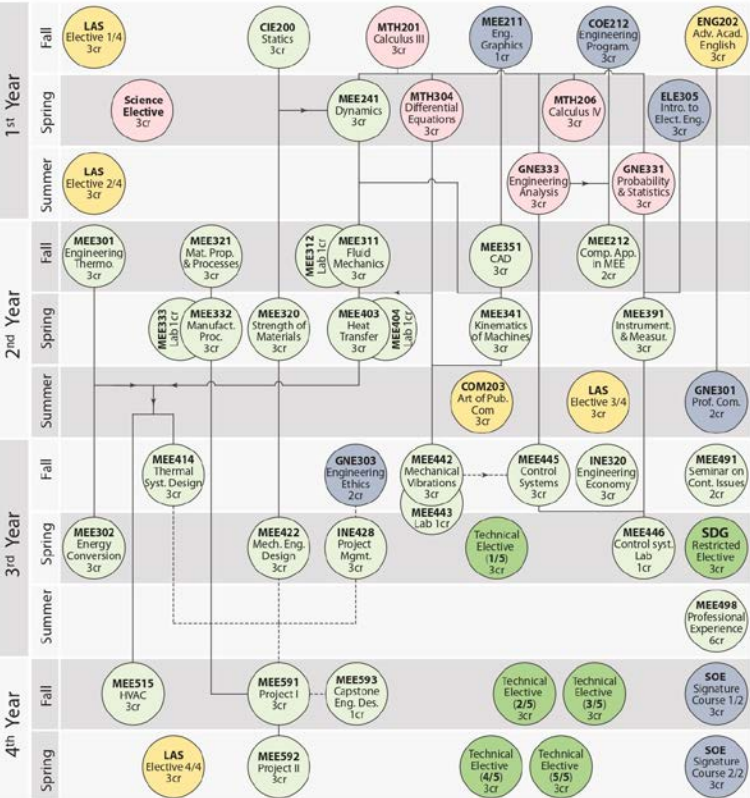
[COURSE MAP ELECTRICAL ENGINEERING](#)

MCE  
Students

[COURSE MAP MECHATRONICS ENGINEERING](#)

# ADVISING

Flow Chart Mechanical Engineering Program

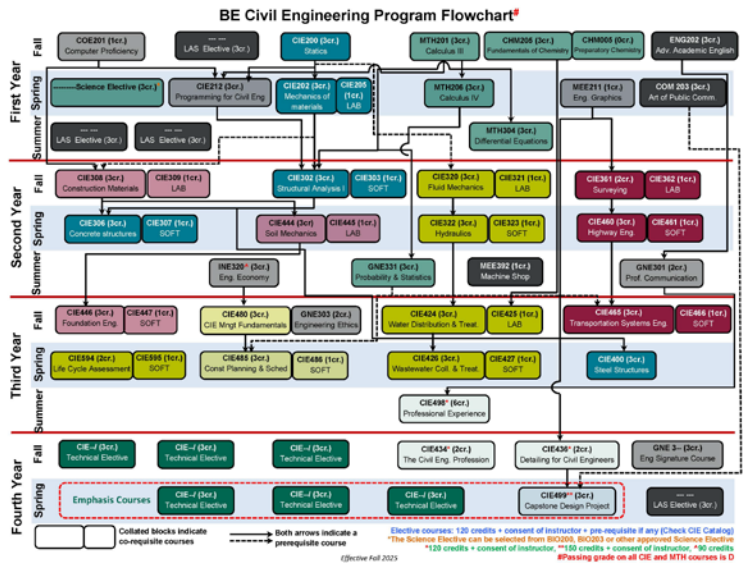


**Science Elective**  
AST200 – Introduction to Astronomy (3 cr.)  
BIO201 – General Biology I (4 cr.)  
CHM201 – Chemical Principles (3 cr.)  
CHM205 – Fundamentals of Chemistry (3 cr.)  
ENV200 – Introduction to Environmental Science (3 cr.)  
PHY201 – Electricity and Magnetism (4 cr.)

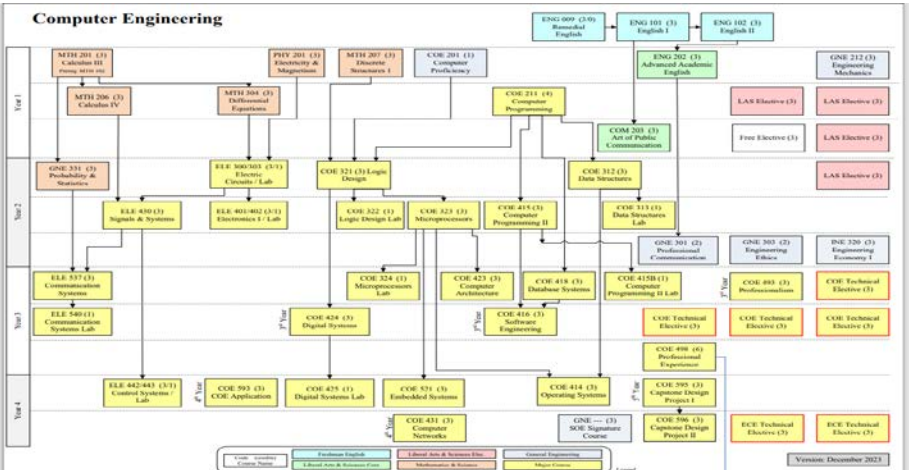
**LAS courses - Curriculum Z - Effective Fall 2022**  
1 - Digital Cultures Courses (3 credits)  
2 - Change Makers Courses (6 credits)  
3 - LAS Free Elective, Arts & Humanities (3 credits)

All Labs have GNE331 prerequisite except for MEE312 and MEE333

— Prerequisite  
- - - Corequisite

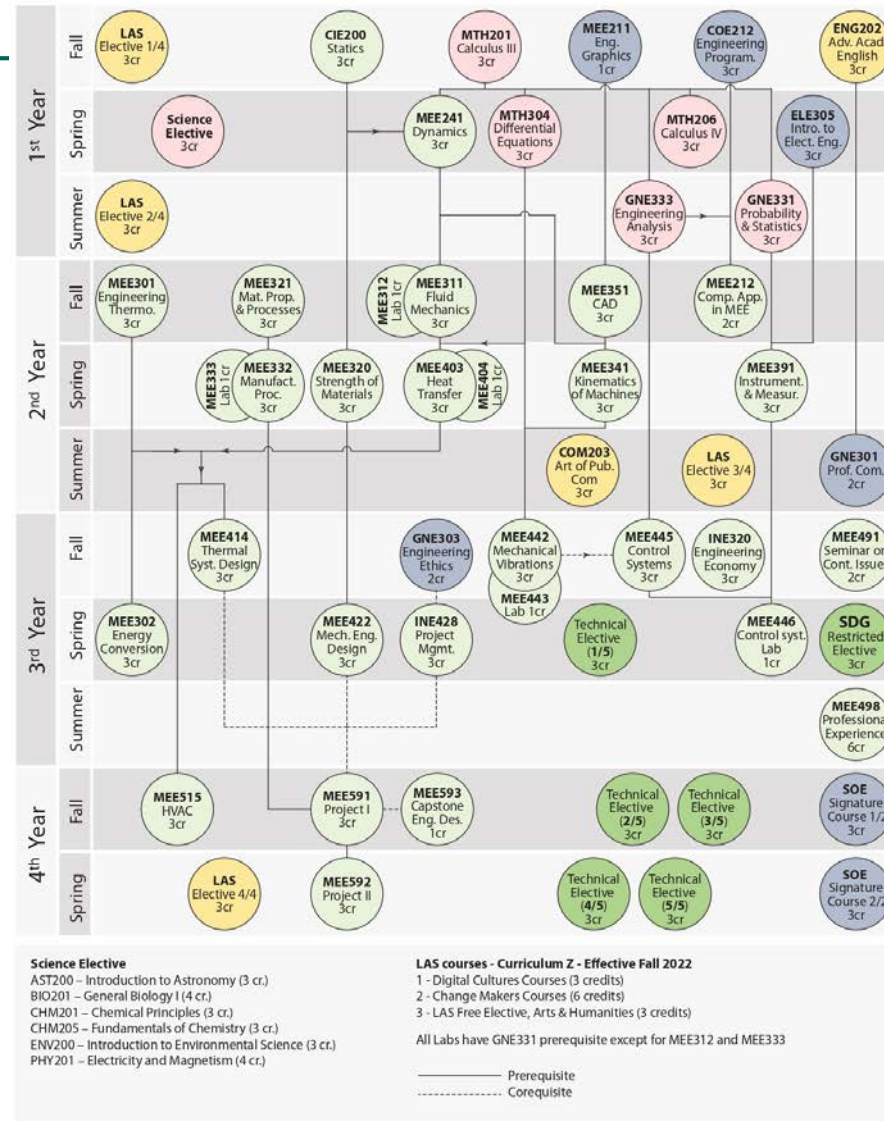


## Samples of Course Maps

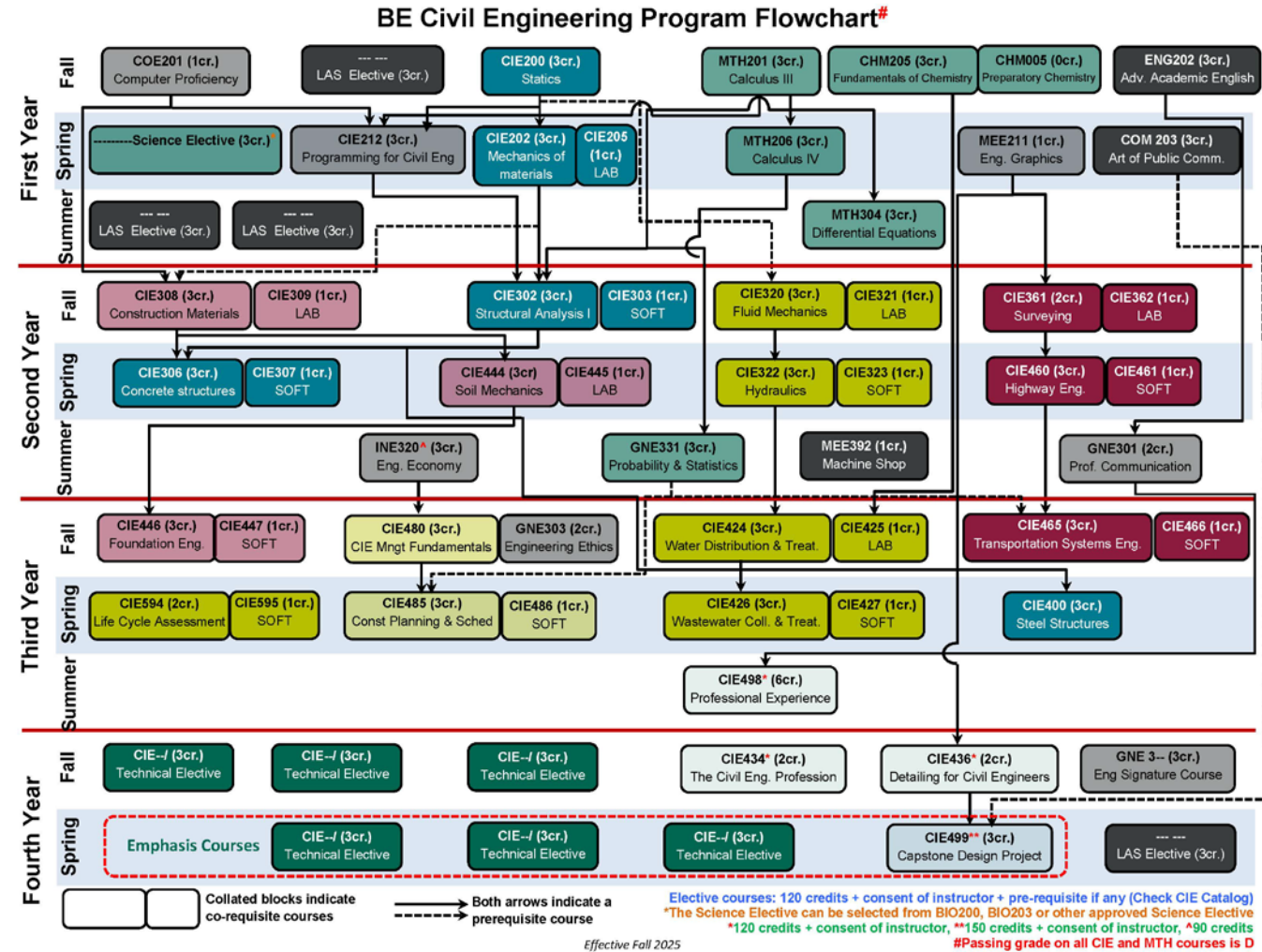


# ADVISING

## Flow Chart Mechanical Engineering Program

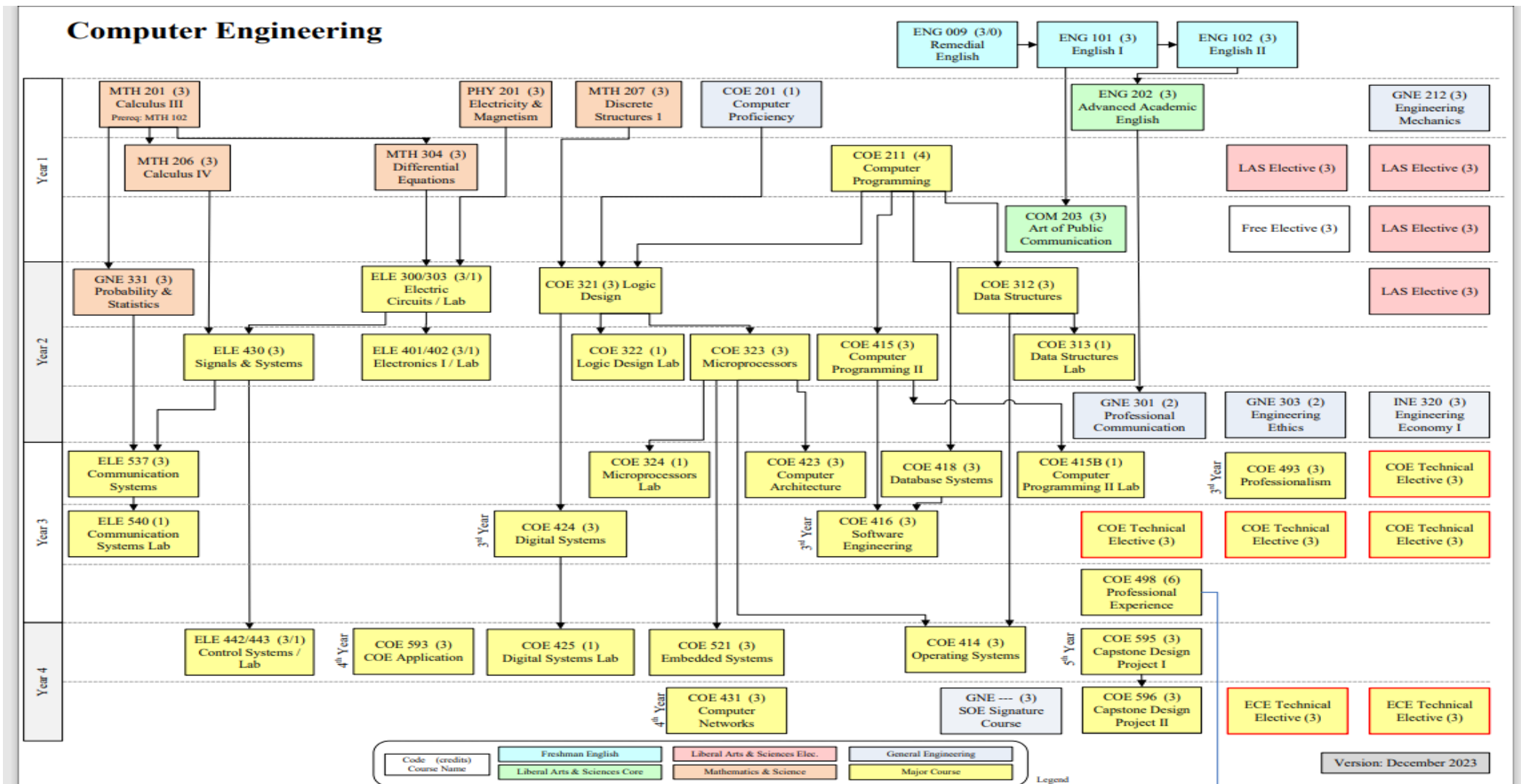


# ADVISING





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

# ADVISING

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## 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

The screenshot shows the LAU Portal interface. The top navigation bar includes links for Home, My finances, My services, My courses (selected), My school, and My site. A green arrow points to the 'My courses' tab. Below the navigation bar, the 'My schedule' section is visible, showing a table of courses. A green arrow points to the 'Run the CAPP degree evaluation' button, which is located in the left sidebar under the 'My courses' section. The table lists the following courses:

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


Other visible elements include 'Academic standing Good Standing', 'Study plan for BE in Civil Engineering', 'My class Sophomore', 'Registrar's Office forms', 'View my unofficial transcript', and 'Request for transcript/certificate or diploma'.



# ADVISING

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## Select the Term and Submit




Lebanese American University WWW Information System

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

### Select Current Term


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 Please select the current term

Select a Term:

# ADVISING

## Choose: Generate New Evaluation




Libanese American University WWW Information System

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

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

Degree Evaluation Record

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

**Curriculum Information**

**Primary Curriculum:**

**Program:** BE in Civil Engineering

**Catalog Term:** Fall 2020

**Level:** Undergraduate

**Campus:** Byblos

**College:** Engineering

**Degree:** Bachelor of Engineering

**First Major:** Civil Engineering

**Department:** Civil Engineering

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

RELEASE: 8.7.1

# ADVISING

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



The screenshot shows the LAU WWW Information System interface. At the top is the LAU logo and the text "Lebanese American University". Below this is a navigation bar with "Personal Information" and "Student and Financial Aid" tabs. To the right are links for "SITE MAP", "HELP", and "EXIT". The main section is titled "Generate New Evaluation". Below this title is a yellow horizontal line. A help icon (question mark) is followed by the instruction: "To generate a new evaluation, select a program, degree, major and anticipated graduation term and select generate request." Below this instruction are three fields: "Program: BE in Civil Engineering", "Degree: Bachelor of Engineering", and "Major: Civil Engineering". Below these is a "Term:" label followed by a dropdown menu showing "Fall 2021". A green arrow points to the "Generate Request" button, which is located below the term dropdown. At the bottom of the form are three links: "[ 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

#### 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	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

The screenshot shows the LAU Portal navigation menu. The 'My courses' tab is highlighted in blue, and a green arrow points to it. Below the navigation bar, there are several service tiles. On the right side, there is a search bar with 'Terms: Summer' and a dropdown arrow. Below the search bar, there are two search results: 'My courses' and 'My final exams'. A green arrow points to the 'My courses' result. On the left side, there is a 'Student advising' section with a list of links. A green arrow points to the 'Online advising' link in this list.

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

Academic standing  
Good Standing

Run the  
CAPP degree  
evaluation

LAS courses

Departmental  
Contacts

GPA  
Calculator

Academic Success  
Center/Tutoring  
Services

Academic integrity

Student advising

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

Terms: Summer

My courses

The search criteria returns no results.

My final exams

The search criteria returns no results.

My class  
2nd Year Graduate

Registrar's  
Office forms

View my  
unofficial  
transcript

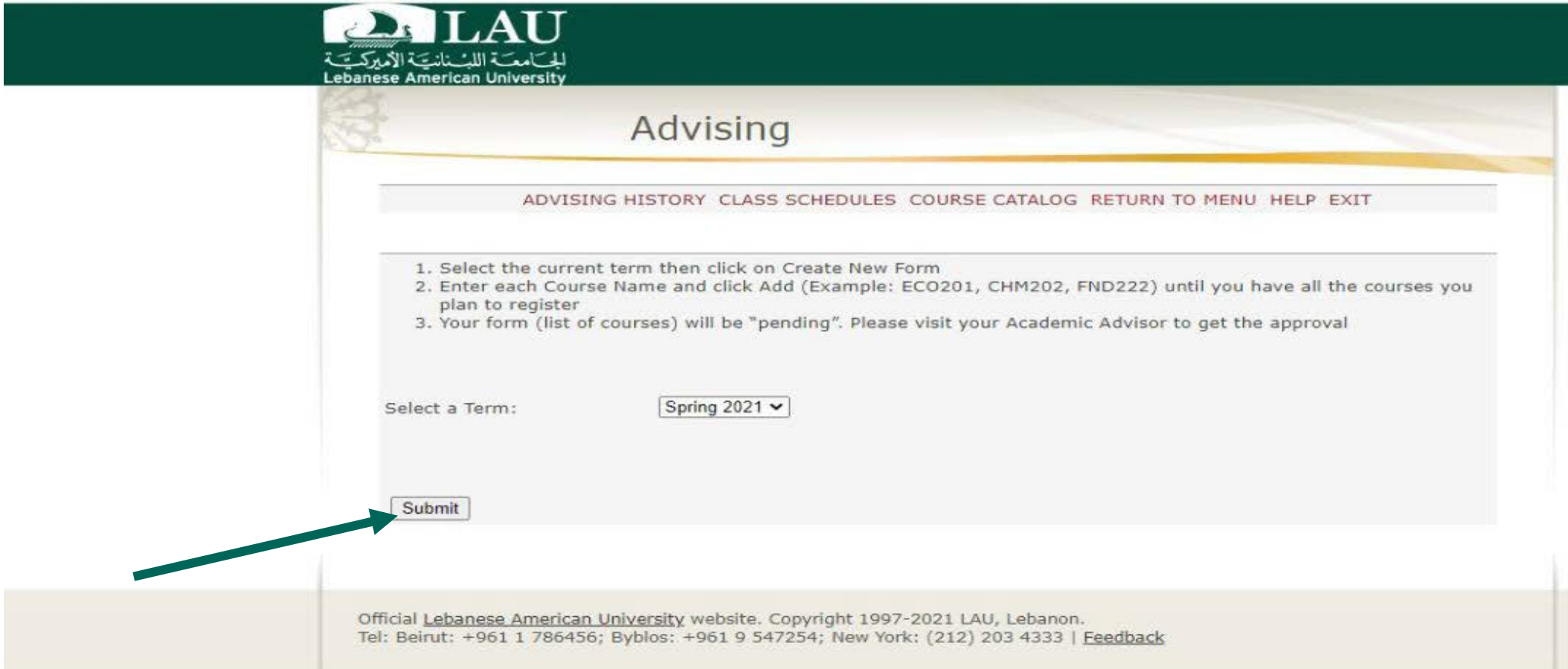
Request for  
transcript/  
certificate or  
diploma  
clearance

BlackBoard Learn

Turn-It-In

# ADVISING

Select the Term and submit



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

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Lebanese American University

## Advising

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

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

Select a Term: Spring 2021 ▼

[Submit](#)

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

# ADVISING

Fill the courses you need to take and click Add



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## Advising Form

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

ID	Name	Phone Number	Semester/Year
			Spring 2021

Advising Form	Status	Date Approved	Approved By
4	Pending		

List of Courses

Print

Subject	Course Title	Action
CIE200	lookup	Add

Send Form for Approval

Student Comments

Save Comments

Career Advising

# ADVISING

## Fill the Advising Form

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
			Spring 2021
Advising Form	Status	Date Approved	Approved By
4	Pending		

List of Courses

Print

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

Send Form for Approval

Student Comments

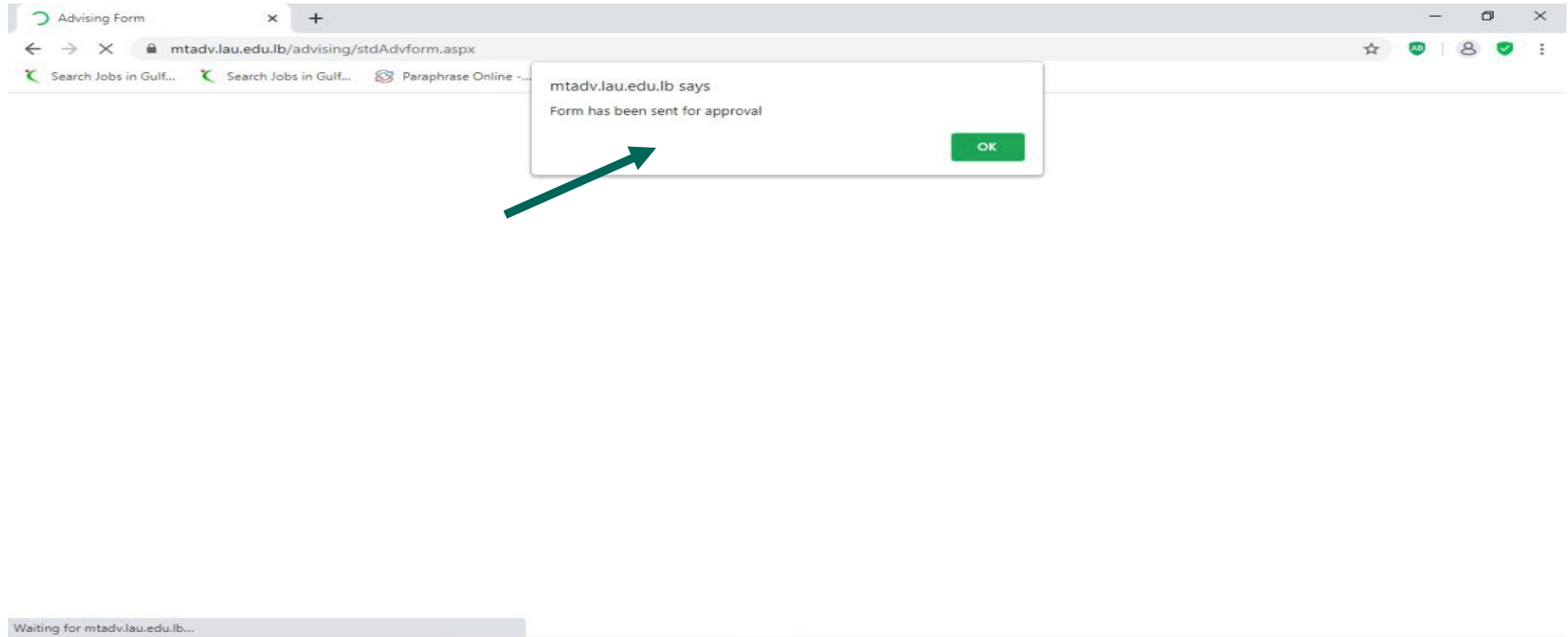
Save Comments

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



# ADVISING

## Request if Approved



# ADVISING

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

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

# REGISTRATION

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## Registration Process

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

# REGISTRATION

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- 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

..lb/prod/twbkwbis.P\_GenMenu?name=bmenu.P\_RegMnu

# 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](#)

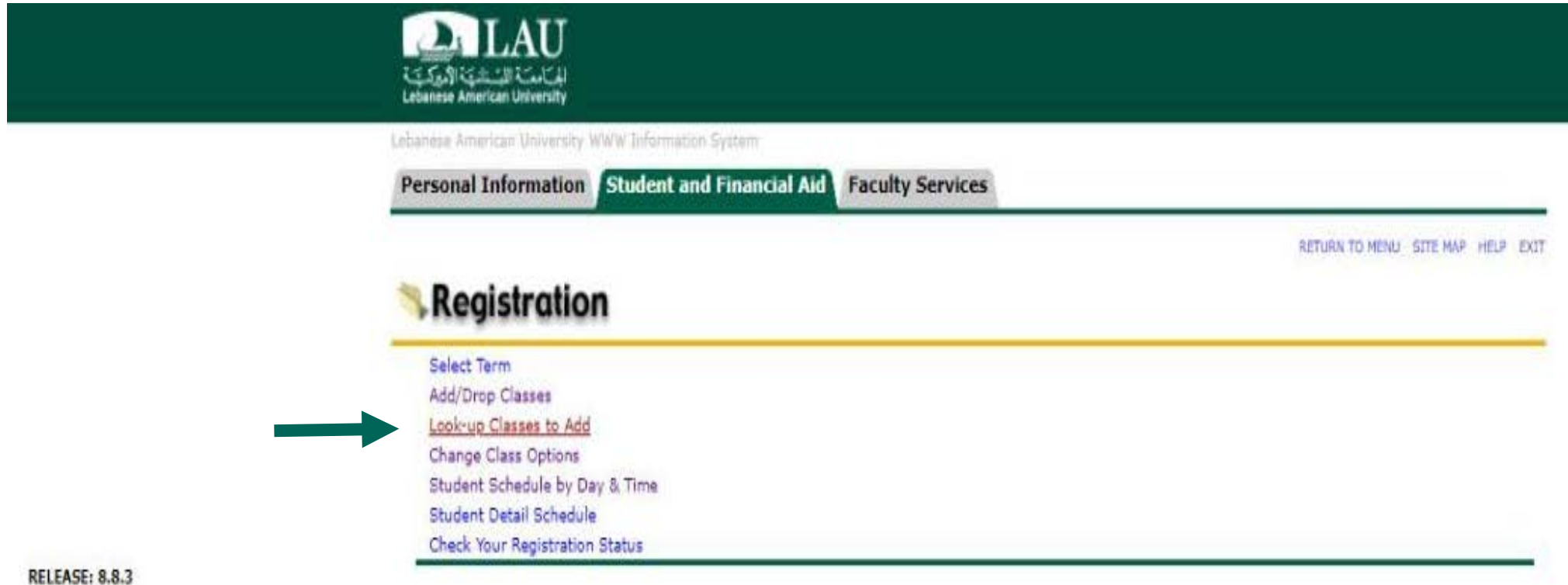
Select Term or Date Range

**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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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

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 01:08 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 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	Fluid Mechanics	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	Nayla Fayed Kobrassi (P)	01/18-04/29	ONL	ONL	Science Requirement Freshman Arts Requirement and Freshman Science Requirement
<input type="checkbox"/>	22688	ENG	101	35	2	3.000	Academic TR	02:00 pm-03:15 pm	25	24	1	0	0	0	0	0	0	Christel Raymond Dahdouh (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22689	ENG	101	36	2	3.000	Academic MWF	03:00 pm-03:50 pm	25	25	0	0	0	0	0	0	0	Jessica Elias Ammar (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22690	ENG	101	37	2	3.000	Academic TR	11:00 am-12:15 pm	25	25	0	0	0	0	0	0	0	Christelle Sayed Frangieh (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22691	ENG	101	38	2	3.000	Academic TR	09:30 am-10:45 am	25	25	0	0	0	0	0	0	0	Carol Girgi Hanna (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
<input checked="" type="checkbox"/>	22692	ENG	101	39	2	3.000	Academic MWF	01:00 pm-01:50 pm	25	25	0	0	0	0	0	0	0	Carol Girgi Hanna (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
 <input type="checkbox"/>	22693	ENG	101	40	2	3.000	Academic TR	02:00 pm-03:15 pm	25	7	18	0	0	0	0	0	0	Rita Nicolas Abdelnour (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
<input type="checkbox"/>	22694	ENG	101	41	2	3.000	Academic TR	09:30 am-10:45 am	25	12	13	0	0	0	0	0	0	El Cheikha Ghada Mounif El Hachem (P)	01/18-04/29	ONL	ONL	Freshman Arts Requirement and Freshman Science Requirement
<div>RegisterAdd to WorkSheetNew Search</div>																						

# REGISTRATION

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



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

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

# 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](#)

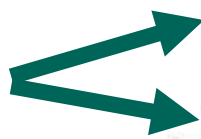
Look-Up Classes to Add:

Jan 20, 2021 01:17 pm

Sections Found

Civil Engineering

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



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




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 type="checkbox"/>	22312	CIE	200	31	2	3.000	Statics TR		08:00 am- 09:15 am	40	40	0	0	0	0	0	0	0	Charles Georges Saad (P)	01/18- 04/29	ONL	ONL

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

# REGISTRATION

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## 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

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## 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)

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# ADD BY FORCE / OVERRIDE

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## 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

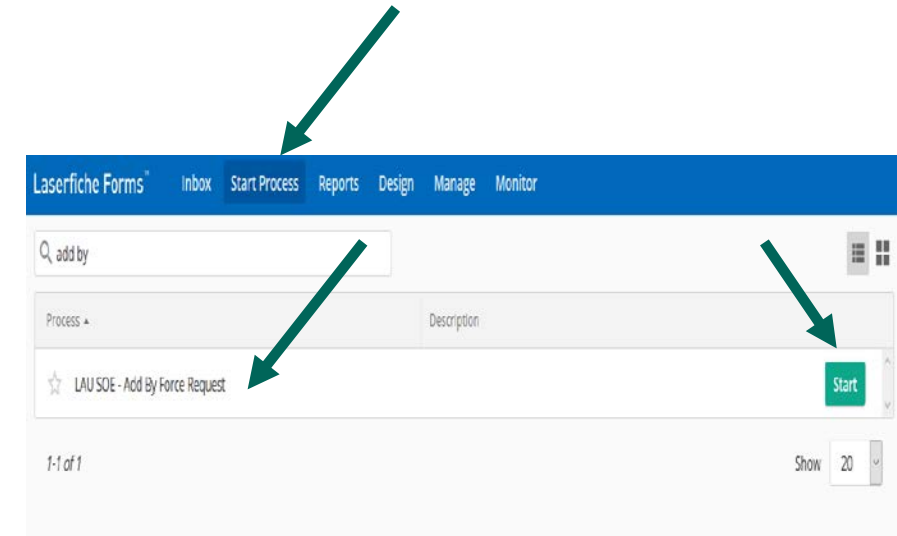
- ONLY when all the sections of the course you need to take are full (C closed) AND you found no other ALTERNATIVE.
  - The add by force is done on the **last two days** of the drop/add period.
-



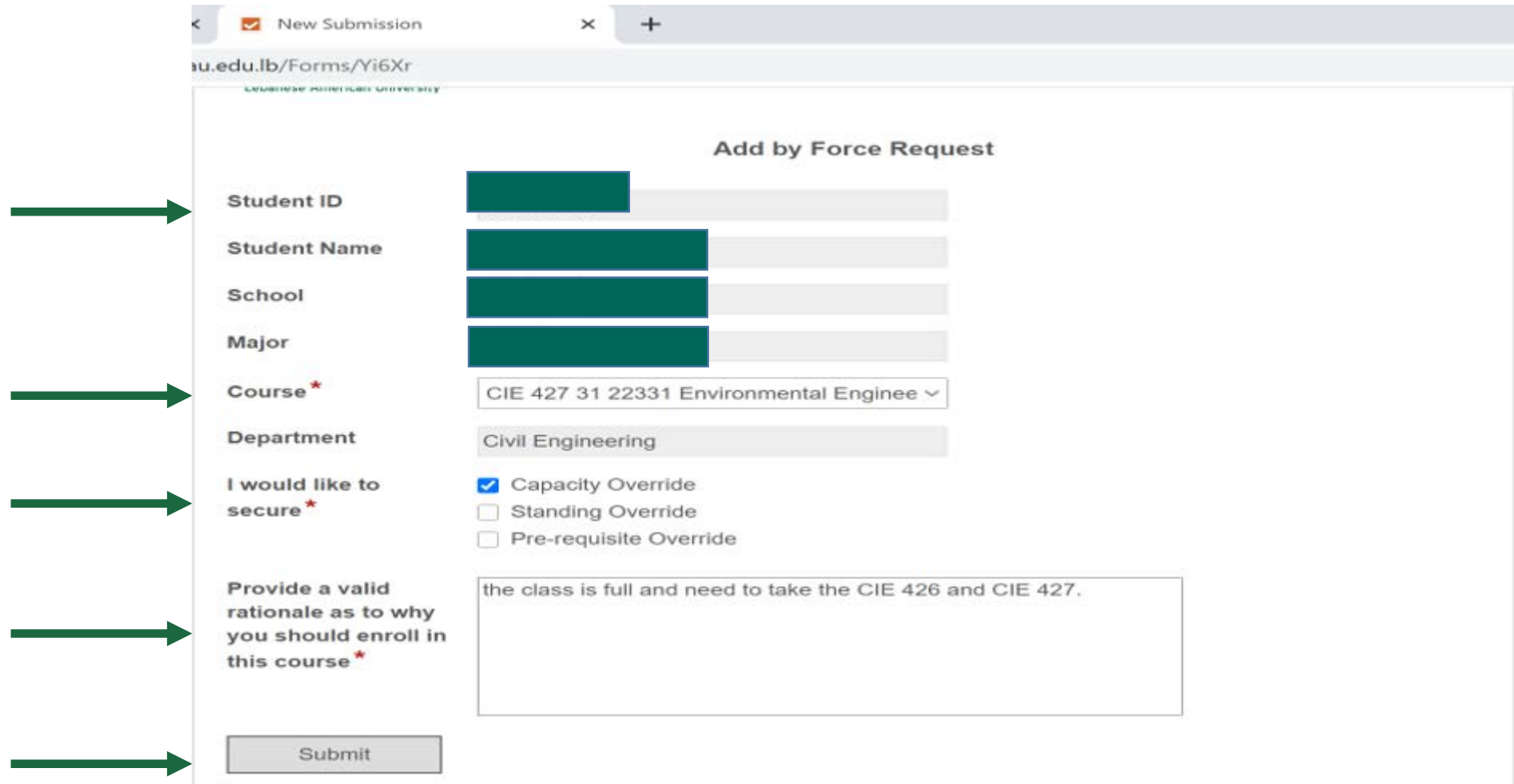
# ADD BY FORCE

## 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



**Add by Force Request**

**Student ID**

**Student Name**

**School**

**Major**

**Course\***

**Department**

**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\***

**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

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## You will receive in your Inbox the Chair's Decision If Rejected



edms.workflow@lau.edu.lb

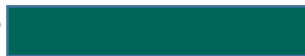


Wed 3/3

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



Dear



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

Regards,  
Civil Engineering

---

# ADD BY FORCE

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

Start Process | Laserfiche Forms

New Submission

Thank you

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

Add by Force Request

Student ID

Student Name

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

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## If Approved



edms.workflow@lau.edu.lb

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

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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

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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**

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# ADD BY FORCE

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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.

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# PETITIONS

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## 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.



Username

elissa.nassif

Password


.....

[Forgot?](#)


Log In

# PETITIONS


Click on Registrar's Office Forms-

**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**


There are no items to show.

 Run the  
CAPP degree  
evaluation

 My holds  
No holds exist on your record  
Terms: Spring 2021

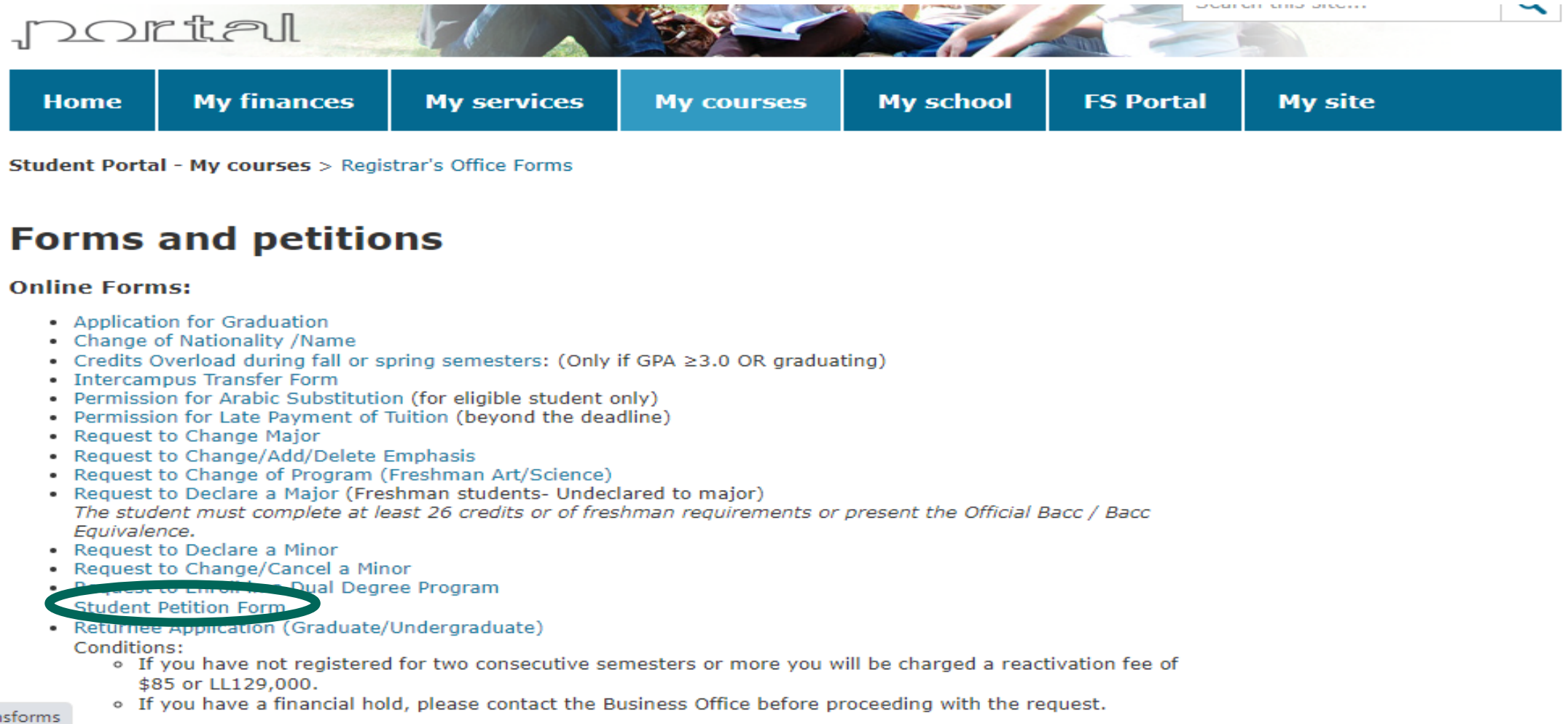
 My schedule

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

 Registrar's  
Office forms

# PETITIONS

## Select Student Petition Form



portal

Search this group

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

Student Portal - My courses > Registrar's Office Forms

### Forms and petitions

Online Forms:

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

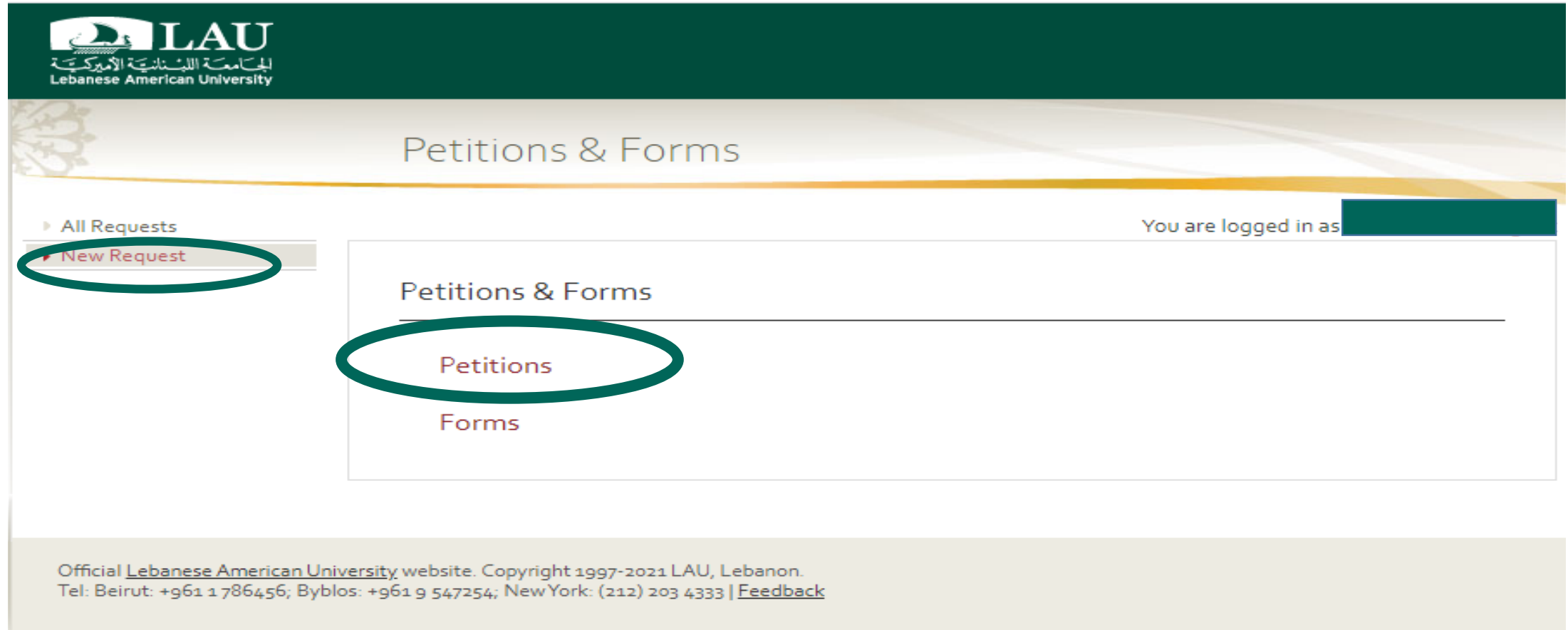
Conditions:

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

/petitionsforms

# PETITIONS

Click on New Request then Petitions



The screenshot displays the LAU (Lebanese American University) website's 'Petitions & Forms' section. The header features the LAU logo and name in English and Arabic. A navigation menu on the left includes 'All Requests' and 'New Request', with 'New Request' circled in green. The main content area, titled 'Petitions & Forms', contains two links: 'Petitions' and 'Forms', with 'Petitions' circled in green. A user login status 'You are logged in as' is visible in the top right. The footer provides contact information and a feedback link.

LAU  
الجامعة اللبنانية الأمريكية  
Lebanese American University

Petitions & Forms

▶ All Requests  
▶ **New Request**

You are logged in as [redacted]


Petitions & Forms

**Petitions**  
Forms

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

# PETITIONS

## Select the Reason you are applying for a Petition



LAU  
الجامعة اللبنانية الأمريكية  
Lebanese American University

Petitions & Forms

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

You are logged in as [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)

Extension For Incomplete Deadline (Undergraduate/Graduate)

Follow New/Old curriculum

Grace semester for Eligible students

# PETITIONS

As an example, if you select Credits Overload

The screenshot shows a web application titled "Petitions & Forms". On the left is a sidebar with a navigation menu containing "All Requests" and "New Request" (highlighted with a red arrow). The top right of the page indicates the user is logged in as a redacted name. The main content area is titled "Petitions & Forms" and lists several petition types: "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", and "Grace semester for Eligible students". Under the "Credits Overload" item, there is a section titled "Instructions:" followed by a numbered list starting with "1. You can register for the additional credits during the Drop & Add period." Below this instruction is a blue hyperlink "Click here to apply" which is circled in green. At the bottom left, a partial URL is visible: "/mainRequest.php?getRequestURL=true...".

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

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

Request to register a total of:

Number of Credits *	3	Term	Spring 2021
Provide justification for the petition	Provide a Valid Reason		

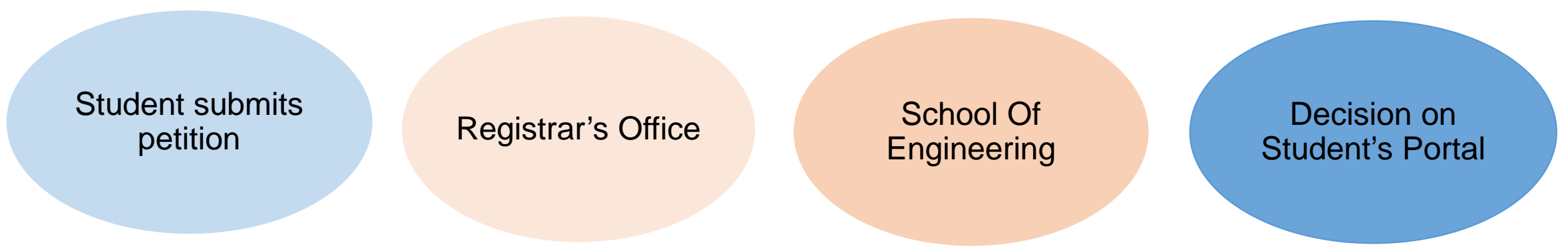
Attach Supporting Document



# PETITIONS

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## The PROCESS



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

Student submits petition

Registrar's Office

School Of Engineering

Decision on Student's Portal

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

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

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

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# PETITIONS

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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

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# PROFESSIONAL EXPERIENCE

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- 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](mailto:career.soe@lau.edu.lb))
-

# RESIDENCY REQUIREMENTS

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

5 Years = 10 Regular Semesters

4 Years = 8 Regular Semesters + 3 Summers

9 Regular Semesters + 2 Summers

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

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

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# CONTACT THE SCHOOL

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

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

- **Byblos Campus:**

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

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

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

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

[ime\\_department@lau.edu.lb](mailto:ime_department@lau.edu.lb), Bassil 409,ext. 2894 for INE and MEE students

- **Beirut Campus:**

[soebeirutoffice@lau.edu.lb](mailto: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 .

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# Thank You

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