



# **AUT Student Guidelines**

FALL [2018-2019]

**Dear New First Time Students, we hope you had a great Orientation Day at AUT.**

**Please find below all information that will be helpful to you throughout the academic year by department.**

**If you have any questions, we have included the location, email and phone extension of each department so you can visit them during working days on campus.**

**We hope you have a great academic year and again WELCOME TO AUT!**

**PLEASE NOTE THAT AUT STAFF AND FACULTY TAKE THEIR LUNCH BREAK FROM 1PM TO 2PM MONDAY THROUGH FRIDAY (HALAT CAMPUS ONLY).**

**YOUR REQUESTS CAN BE DEALT WITH BEFORE 1PM OR AFTER 2PM.**

**FOR OTHER CAMPUSES PLEASE REFER TO YOUR CONTACTS IN THE LAST PAGE.**

# AUT Student Guidelines

FALL [2018 - 2019]

## TABLE OF CONTENTS

• REGISTRAR'S OFFICE	3
• REGISTRATION PROCEDURES	7
• FINANCIAL AID OFFICE	8
• NSSF	9
• JOB PLACEMENT	10
• STUDENT AFFAIRS & STUDENT SUCCESS DEPARTMENTS	11
• EXTERNAL RELATIONS	13
• STUDENT OFFICIAL DOCUMENT REQUEST FORM	15
• LIST OF EMAILS AND PHONE EXTENSIONS BY CAMPUSES	16

# REGISTRAR'S OFFICE

Registrar's office processes registration requests, schedules classes and maintains class lists, enforces the rules for entering or leaving classes, and keeps a permanent record of grades and marks.

## Transcripts and Enrollment Attestations

The Office of the Registrar will issue official transcripts and enrollment attestations following a written request, the student must not have outstanding financial obligations to the University.

A fee will be charged for each requested transcript (30000 LBP) and each enrollment attestation (5000 LBP)

Allow 3 working days for transcripts and enrollment attestations requests.

Unofficial transcripts are available to students at anytime as the student's "Academic History" online through the AUT portal.

*Please refer to page 14 for all AUT Official Documents Request Forms*

## Change of Addresses and Telephone Numbers

Students are requested to update/correct their addresses, telephone numbers, or the spelling of their name by notifying the Registrar Office.

All messages from the university will be sent to your Email/mobile number, it's your responsibility to make sure that all your data is up to date.

Ex: If you do not update your phone number/Email address, and the university sends an important SMS/Email about a certain deadline, you are the one responsible for not receiving the notification and thus the penalty in question will apply to you. No petition in this case is applicable so please beware!

## ACADEMIC RULES AND REGULATIONS

### **Drop and Add period**

Dropping and adding courses takes place during the add/drop period every beginning of each semester. After the end of this period NO student may add or drop courses.

### **Grading System**

AUT's grading system is based on letter grades (e.g., A, B+, B, C+, etc.) and a Grade Point Average (GPA) on the scale of 4.00.

Grade	Scale out of 4.00	Qualification	Scale out of 100
A	4.00	Excellent	90-100
B+	3.50	Very Good	85-89
B	3.00	Good	80-84
C+	2.50	Satisfactory	75-79
C	2.00	Average	70-74
D+	1.50	Weak	65-69
D	1.00	Poor	60-64
FC	0.00	Fail	Below 60

Note: "D" is the passing grade for undergraduate courses and "C" for graduate courses

**The following grades are not counted in the GPA:**

Grade	Meaning
AU	Audit
AW	Administrative Withdraw
GR	Granted
I	Incomplete
IP	In Progress
P	Pass
TR	Transfer
W	Withdraw

**Grade AW (Administrative Withdraw)**

Automatically assigned by the system after the student is withdrawn from all of his/her courses for the semester due to very special circumstances (e.g., personal medical situation, travel for an extended period of time, etc.) that prevent the student from finishing the semester.

**Grade GR (Granted)**

Given for a course granted to a student due to his/her completion of a diploma or a degree prior to the student's admission to AUT. For example, course credits granted to an undergraduate student for the Baccalaureate II diploma.

**Grade I (Incomplete)**

Only given when a student is unable to complete a specific requirement of a course (e.g., final exam, project, research paper, etc.) for an acceptable and justifiable reason. "I" must be changed to a normal grade by the deadline date as published in the University's Academic Calendar otherwise it will automatically forfeit to "FC".

## **Grade Point Average (GPA)**

To compute the GPA, we divide the total quality point by the number of GPA hours where: Total quality point (Pts) is points based on credits and scale of grades and calculated by the following formula:

**Pts = S Number of credits + Numerical Scale**

And GPA-Hrs (GPA Credit Hours): Total credits of courses that are counted in calculation of averages.

Then GPA will be equal to:

**GPA = S GPAHrs / Pts**

### **For example:**

CSC201 Grade: A Number of Credits/GPA hours is 3

Points = Grade\*Number of credits/GPA hours = 3\*4 = 12

ECO220 Grade: B+ Number of Credits/GPA hours is 3

Points = Grade\*Number of credits/GPA hours = 3\*3.5 = 10.5

GPA Hrs = 6

Pts = 22.5

GPA = 22.5/6 = 3.75

## **Student Class Attendance**

Students are expected to **attend all classes** and laboratory sessions on **regular basis and on time**. The maximum number of absence hours permitted in a course, whether authorized or not **is three (3) hours per credit**.

For example, a student is allowed to be absent up to **9 hours per semester in a 3-credit** course without directly jeopardizing his/ her grade in the course. If a student's number of absence hours in a course **exceeds the maximum allowed limit then the student will automatically receive the failing grade ("AW") in the course**.

## **Application for Graduation**

An undergraduate student will be eligible for graduation if the student has:

1. Successfully completed the number of credits required for the degree program
2. Successfully completed **all courses required** in the major
3. Successfully completed **all major courses required** in the major with a **"C"** grade or better
4. A **cumulative GPA of 2.25** or higher in all the courses taken at AUT
5. A **cumulative Major GPA of 2.5** or higher in all the major courses taken at AUT
6. Passed at least **6 semesters** (Fall and/or Spring) at AUT (or at least **3 semesters if transfer**)
7. Finished **2 professional certificates**

Students are asked to meet with their advisors each semester to discuss courses to be taken the following semester(s) and their academic standings.

**It is the responsibility of the student to apply for graduation by completing a “Request for Graduation Form”, paying the required fee at the Business Office and submitting it to the Registrar Office by the required deadline.**

**Deadlines for students to submit their applications for graduation:**

- Fall semester: **October 5<sup>th</sup>**
- Spring semester: **February 22<sup>nd</sup>**
- Summer session: **June 25<sup>th</sup>**

**Where we are found**

Halat Main Campus:

**Office Nber:** AG 306- 307 (Agora Building 3rd Floor)

**Email:** registrar@aut.edu

**Phone number:** 09 - 478 143 / 4 Ext. 111 or 113

If your campus is not Halat, please refer to the last page for your campus contacts

# REGISTRATION PROCEDURES

## Students Should:

- Show their "Letter of acceptance" to the Business office (new and transferring students only).
- Settle the First Payment (1,500,000 L.L. for undergrad students and 900,000 L.L. Graduate Students). The Business Office removes the "Financial Hold" from the student record by following up the on-line banking payment so the academic advisors can register the student in classes)
- After registration, students proceed to the Business Office to finalize the installment plan for the balance of their fees. Registration is considered complete after going through the steps shown above.

## Late Registration:

Students who for any reason fail to register during the scheduled period for registration can still register during the late registration period but will be charged an extra fee of 150,000 L.L.

## Tuition Fees for 2017 - 2018

### Undergraduate Tuition and Fees:

Total Fees (Includes registration, student scholarship and activity fees)	750,000 L.L. per semester
NSSF (one per year, if applicable)	202,500 L.L.
Penalty for late registration	150,000 L.L.
Price per credit	330,000 L.L.
First payment	1,500,000 L.L.
<b>Installment schedule:</b>	
Fall Semester	
October 1 to 5:	25% of the remaining balance
November 1 to 5:	25% of the remaining balance
December 1 to 5:	25% of the remaining balance
January 1 to 5:	25% of the remaining balance
Spring Semester	
March 1 to 5:	25% of the remaining balance
April 1 to 5:	25% of the remaining balance
May 1 to 5:	25% of the remaining balance
June 1 to 5:	25% of the remaining balance

**Student with late payment (after the specified dates by AUT) will be subject to an additional 25\$ per day until the payment is made.**

If your campus is not Halat, please refer to the last page for your campus contacts

# FINANCIAL AID OFFICE

Financial Aid is normally granted for one academic year (October to June). It may be renewed upon re-application if the eligibility still holds.

The Financial Aid application form may be obtained from the Financial Aid Office. Student wishing to apply are requested to fill out this form and submit it before the deadline is announced by AUT.

Any attempt to provide misleading and wrong information may result in rejection of the financial aid to the applicant. Also, if the information on the application is false, or you did not give important information that the university required in the application, the university reserves the right to request the return of the money already paid to the student.

Before a decision is made, the Financial Aid Office contacts the student for an interview or a house visit (unexpected) with the presence of the student parent or guardian.

## **CRITERIA FOR FINANCIAL AID:**

- The student is accepted at AUT
- The student who is not eligible for financial aid and cannot pay the full tuition fees is allowed to pay the amount in installments during the academic year.
- The student who registers for only 12 credits (under 15 credits) is NOT eligible for any financial aid but can pay the amount in installments during the academic year
- The student has to maintain a cumulative GPA of 2.4 and above. The student loses financial aid when his/her cumulative GPA drops below 2.4
- The student has to receive a passing grade in 12 or more credits in the semester he/she registered in. If he/she does not match the condition, the student loses his/her financial aid.
- The student's record should be clean: he/she should have NO disciplinary action against him/her. Financial aid will be denied if this condition is not satisfied.
- Financial aid is only applicable on the tuition fees and only that.
- The student has to be registered in at least 15 credits.
- The student may lose his/her financial aid if an outstanding balance is due at the end of the semester.

Finally, the student has to abide by the university rules and procedures or he/she may not be applicable for financial aid.

## **WORK STUDY PROGRAM:**

There is another way to receive financial Aid at AUT: WORK STUDY.

This program allows students to complete assigned hours as scheduled by the office/department to which they are assigned.

You need to apply for the Work Study Program for the next semester before the end of the present one or else there is NO guarantee that a position might be open.

You will need to apply for a work study application at the office of Financial Aid and your



request will be then sent to the Student Affairs Coordinator who will set up with you for an interview.

The Work Study program is a serious program: attendance, work evaluation and satisfaction are very seriously taken into consideration when evaluating your financial aid.

### **Important Note:**

I understand that I have to maintain a GPA of 2.4

I have to be enrolled at AUT with 15 credits

I have to honor my payment settlement

(If I do not pay two Consecutive payments I will lose my financial aid)

### **Where we are found**

Halat Main Campus:

**Office Nber:** AG 304 (Agora Bldg 3rd Floor)

**Phone Number:** 09 - 47 8143 / 4 Ext. 112

**Hours:** Monday through Friday **8am** to **5pm**

If your campus is not Halat, please refer to the last page for your campus contacts

## **NSSF OFFICE**

### **Important Note:**

If you don't benefit from your own or parents' NSSF, you will have to file for it at the NSSF office which will cost 135\$ per academic year.

For those who benefit from NSSF, must bring a certificate showing their NSSF number or the NSSF number of the parent to refund the charged fee.

### **Where we are found**

Halat Main Campus:

**Office Nber:** AD 303 (Agora Bldg 1st Floor)

**Phone Number:** 09 - 47 8143 / 4 Ext. 126

**Hours:** Monday through Friday **8am** to **5pm**

If your campus is not Halat, please refer to the last page for your campus contacts

# Job Placement

## **RULES AND REGULATIONS**

- 1 - Students who are interested in placements must participate in all technical and soft skill preparatory classes/sessions.
- 2 - Only registered students are allowed to appear in campus recruitment process
- 3- Students are expected to follow the resume template of the job placement department
- 4- Constant follow up between students and job placement department
- 5 -Students should be serious in their job search and show discipline and ethical behavior in every action they take during the placement process
- 6 - Attendance& Punctuality are a necessity.
- 7 -Any kind of misbehavior by any students or complaints by the employer will be treated seriously and will be excluded from future jobs
- 8 - Students must be formally dressed whenever they have a job interview or internship in a company.

## **Where we are found**

Halat Main Campus:

**Office Nber:** AG 202 (Agora Bldg 2nd Floor)

**Phone Number:** 09 - 47 8143 / 4 Ext. 149

**Hours:** Only Monday & Thursday **8am** to **5pm**

If your campus is not Halat, please refer to the last page for your campus contacts

# STUDENT AFFAIRS & STUDENT SUCCESS DEPARTMENTS

The Office of Student Affairs and Student Success are here to make sure you have a pleasant AUT experience as you enter the university for the first time.

We understand that the transition from high school to university could be tough and challenging and so we believe at AUT that it's up to us to reach out and help you during the transition.

## STUDENT AFFAIRS

The department of Student Affairs is responsible for all matters concerning student life on campus. You could need help organizing events on campus, finding a nearby dorm or help finding summer training... We at Student Affairs make sure to help you in all your student life needs.

### **PERSONAL DEVELOPMENT – JOBS/INTERNSHIPS:**

We believe that academic excellence goes in pair with social service, community work and workshops outside the classrooms. In order to have you ready to accomplish great things during your academic years, we at Student Affairs prepare workshops on self-being and stress management helping you get accustomed to the university life and other interesting topics that could include the following: Build your own start-up, How to become Environmental Friendly and many more.

The office of Student Affairs at AUT has built a network of contacts with whom the university works closely and we now have established a center that helps students get job offers and training opportunities.

### **CLUBS AND ACTIVITIES:**

At AUT, you will find many clubs you can be part of. Some of them are educational and others are purely fun. You can check them out anytime and be part of the ones that interest you. All you have to do is pass by our office.

## **ID CARDS:**

Each new student must submit a recent photo while applying at the Admissions Office. This photo will be sent to us and we will issue you an AUT ID CARD. This card must be with you at all times on campus and will be shown at the entrance every time you enter the university. There is an extra fee that will be applicable if you lose the ID card so please make sure it is well kept.

We are very keen to knowing what your hobbies and subject of interests are so we target what you like better and make sure you enjoy your years at AUT and so, you can find us at the following location at the Halat Main Campus:

## **Where we are found**

Halat Main Campus:

**Office Nber:** AD 201 (Administration Building, Ground Floor)

Email: [aline.honain@aut.edu](mailto:aline.honain@aut.edu) / [studentaffairs@aut.edu](mailto:studentaffairs@aut.edu)

**Phone number:** 09-478143/4 Ext.150

**Hours:** Monday through Friday 9AM to 5pm

If your campus is not Halat, please refer to the last page for your campus contacts.

# **STUDENT SUCCESS**

The department of Student Success is responsible of making sure you reach educational success. Whether it's through tutoring privately or in groups of students, making sure your peers at the university are helping you get well integrated or getting the right supplemental instructions should you need it.

The department watches over your academic path and helps you reach improvement in your academic achievements. Some of their tasks are to make sure you are attending your classes, that you are up-to-date on all your courses, you participate actively and are comfortable in class. Should you be feeling that classes are hard, or you can't understand some courses, the department of Student Success is here to put you back on track, include you in study groups and help you get some of the courses you might have skipped.

Your transition should be smooth from high school to university academically and this department is designed to make that happen for you.

We trust that you are aware of AUT's rules and regulations and we hope that together we can get you to the goal you've set for yourself.

## **Where we are found**

Halat Main Campus:

**Office Nber:** AG 109 (Agora Building, Ground Floor)

**Email:** [Leila.sadaka@aut.edu](mailto:Leila.sadaka@aut.edu)

**Phone Number:** 09-478143/4 Ext.146

**Hours:** Monday through Friday 9AM to 5pm

If your campus is not Halat, please refer to the last page for your campus contacts

# EXTERNAL RELATIONS

## Tasks of the department are:

- collaboration with foreign universities
- collaboration with local public and private entities
- support to faculties

## Collaboration with foreign universities

- 1- Joint Degrees
- 2- Exchange Programs
- 3- Visiting Faculty

others

## **For the Faculty of Business Administration:**

- 1- Parallel Degrees with University of London (LSE program)
- 2- Collaboration with AASTMT for BBA and MBA Logistics and Supply Chain Mgt
- 3- Double Degree (MBA) International Tourism with Université de Toulouse

Collaboration with

- 4- Visiting faculty for Finance- Mgt- Transport Mgt- Hospitality- Tourism
- 5- Exchange programs for students/faculty with  
Oklahoma University (all areas)  
UDC- Brazil (all areas especially tourism and hospitality)  
Istituto Europeo Di Design (Marketing of Luxury Products)

## **For the Faculty of Arts and Humanities:**

Exchange program with:

- 1- Istituto Europeo Di Design (interior and graphic design)
- 2- Parsons School of Art and Design- Paris (interior and graphic design)

Link with Lebanese Film Association- LFA and INSAS- Brussels

Collaboration with Doc Nomads

## **For the Faculty of Applied Sciences:**

- 1- Exchange program with Oklahoma University
- 2- Collaboration with:  
UNESCO Institute for Water Education  
University of Aberdeen (oil and gas)

### **Collaboration with private and public sector includes:**

Ministries  
Central Bank  
Private companies

### **Other tasks**

Finding opportunities for students' involvement in competitions- workshops- seminars  
Linking to public sector

### **Where we are found**

Halat Main Campus:

**Office Nber:** 203 (Administration Building, Ground Floor)

**Phone Number:** 09-478143/4 Ext.107 and 130

**Email:** marcel.hinain@aut.edu / badiaa.hireh@aut.edu

## American University of Technology Student Official Document Request Form

### STUDENT INFORMATION

ID:	First name:	Father's name:	Last name:
Full name in Arabic (If certificate is requested in Arabic):			
Major:		Phone number:	
Date:		Signature:	

### REQUESTED DOCUMENTS

### NUMBER OF COPIES

<input type="checkbox"/> Official Transcript - Reason: _____	
<input type="checkbox"/> Enrollment Certificate - For Academic Year: _____ - In language: <input type="radio"/> Arabic <input type="radio"/> English	
<input type="checkbox"/> Enrollment Certificate with Fees - For Academic Year: _____ - In language: <input type="radio"/> Arabic <input type="radio"/> English	
<input type="checkbox"/> Certificate of Graduation - Date of graduation: _____ - In language: <input type="radio"/> Arabic <input type="radio"/> English	
<input type="checkbox"/> Copy of Diploma Certification - Number of copies <input type="checkbox"/> 3 <input type="checkbox"/> 6 <input type="checkbox"/> 9	

### BUSINESS' OFFICE

Cashier name:	Signature:	Date:
Amount paid:		

### REGISTRAR'S OFFICE

name:	Signature:
Received Date:	Delivery Date:

### Please note the following:

1. A fee of 30,000LL is charged for each official transcript, and 5,000LL for each 3 certified copies of diploma and for any other attestation.
2. Payment is made at the Business Office.
3. Requested documents will be ready for pick up **3 WORKING DAYS** (5 working days for other campuses) after the submission of this request to the Registrar Office.

# LIST OF EMAILS AND PHONE EXTENSIONS BY CAMPUSES

## **HALAT – MAIN CAMPUS, Phone Number: 09-478143/4**

Registrar Office	University Registrar	Dr. Joseph El Gemayel	Ext.113 registrar@aut.edu
	Assistant Registrar	Mrs. Nagham Al Moujabber	Ext.111 registrar@aut.edu
	Administrative Assistant	Ms. Sally Daher	Ext.111 registrar@aut.edu
Student Affairs Dept	Coordinator	Ms. Aline Honain	Ext. 150 aline.honain@aut.edu
	MD	Dr. Jean Claude Honein	Ext: 232 jeanclaude.honein@aut.edu
Student Success Dept	Manager	Ms. Leila Sadaka	Ext. 146 leila.sadaka@aut.edu
Academic Affairs/ Faculty of Business Administration	VP/ Dean Faculty of Business Administration	Dr. Fuad Hashwa	Ext.106 / 104 fuad.hashwa@aut.edu
	Assistant VP	Ms. Nicolette Khoury	Ext. 106 nicolette.khoury@aut.edu
	Academic Assistant	Ms. Ahlam Abi Warde	Ext.124 ahlam.abiwarde@aut.edu
Faculty of Applied Sciences	Dean	Dr. Hassan Hejase	Ext. 250 hassan.hejase@aut.edu
	Administrative Assistant	Ms. Nermine Ghaleb	Ext.118 nermine.ghaleb@aut.edu
Faculty of Arts and Humanities	Dean	Dr. Derek Bouse	Ext.230 derek.bouse@aut.edu
	Administrative Assistant	Mrs. Katia Kaddoum	Ext.231 katia.kaddoum@aut.edu
External Relations	Vice President	Mr. Marcel Hinain	Ext.107 marcel.hinain@aut.edu
External Relations	Coordinator	Mrs. Badiaa Hires	Ext.130 badiaa.hires@aut.edu
SUNY Program	Administrative Assistant	Mrs. Hoda Maalouf	Ext.108 hoda.maalouf@aut.edu
Librarian	Assistant	Ms. Rita Gerges	Ext. 143 rita.gerges@aut.edu
Financial Aid Office Student Collection	Manager	Mrs. Eliza Rahme	Ext.112 eliza.rahme@aut.edu
Accounting Department	Accountant	Mr. Toni Nakouzi	Ext. 114 toni.nakouzi@aut.edu
	Accountant	Mr. Bernard Antoun	Ext. 158 bernard.antoun@aut.edu



Admissions Department	Manager	Mr. Elie Honain	Ext. 246/152 elie.honain@aut.edu
Admissions Department and Recruitment	Coordinator	Mrs. Rima Farah	Ext.259 rima.farah@aut.edu
	Recruitment Senior Officer	Mr. Wissam Saade	Ext. 212 wissam.saade@aut.edu
	Recruitment Senior Officer	Mrs. Jouhayna Samarany	Ext. 204 jouhayna.samarany@aut.edu
Job Placement Center	Assistant	Mrs. Jessica Najem	Ext: 149 jessica.najem@aut.edu
IT Department	Manager	Mr. ibrahim Osman	Ext: 150 ibrahim.osman@aut.edu it.support@aut.edu
	Network and System Administrator	Mr. Georges Daher	Ext. 218 georges.daher@aut.edu
NSSF	Representative	Mr. Joseph Houwayek	Ext: 126 joseph.houwayek@aut.edu

## **NORTH CAMPUS**

**Phone Number: 06-418503 | 71-102343**

Campus Director	Director	Dr. Carlo Haoui	Ext.208 Carlo.haoui@aut.edu
Registrar Office	Administrative Assistant/ Registrar	Mrs. Mariam Matar	Ext.205 mariam.matar@aut.edu
Admissions Office	Enrollment Coordinator	Mrs. Marianne Fadel	Ext.202 Marianne.fadel@aut.edu
	Senior	Mr. Wajih Wakim	Ext: 201 wajih.wakim@aut.edu
Student Affairs	Officer	Mr. Salim Ayoub	Ext: 206 salim.ayoub@aut.edu
	Sport Coordinator	Coach Farid Njeim	farid_njeim@hotmail.com
Accounting Office	Accounting Manager	Mrs. Catherine Chatrieh	Ext.203 catherine.chatrieh@aut.edu
IT Department	IT Support Technician	Mr. Fadi Eid	Ext: 210 fadi.eid@aut.edu
	Technician Assisstant Physical Plant Officer	Mr. Fayad Zoghbi	Ext: 207 fayad.zoghbi@aut.edu

## **AKKAR**

**Phone Number: 03-462 330 / 76-067555**

## **TYR**

**Phone Number: 07/344369**