
Student Information System

(SIS)

User Guide

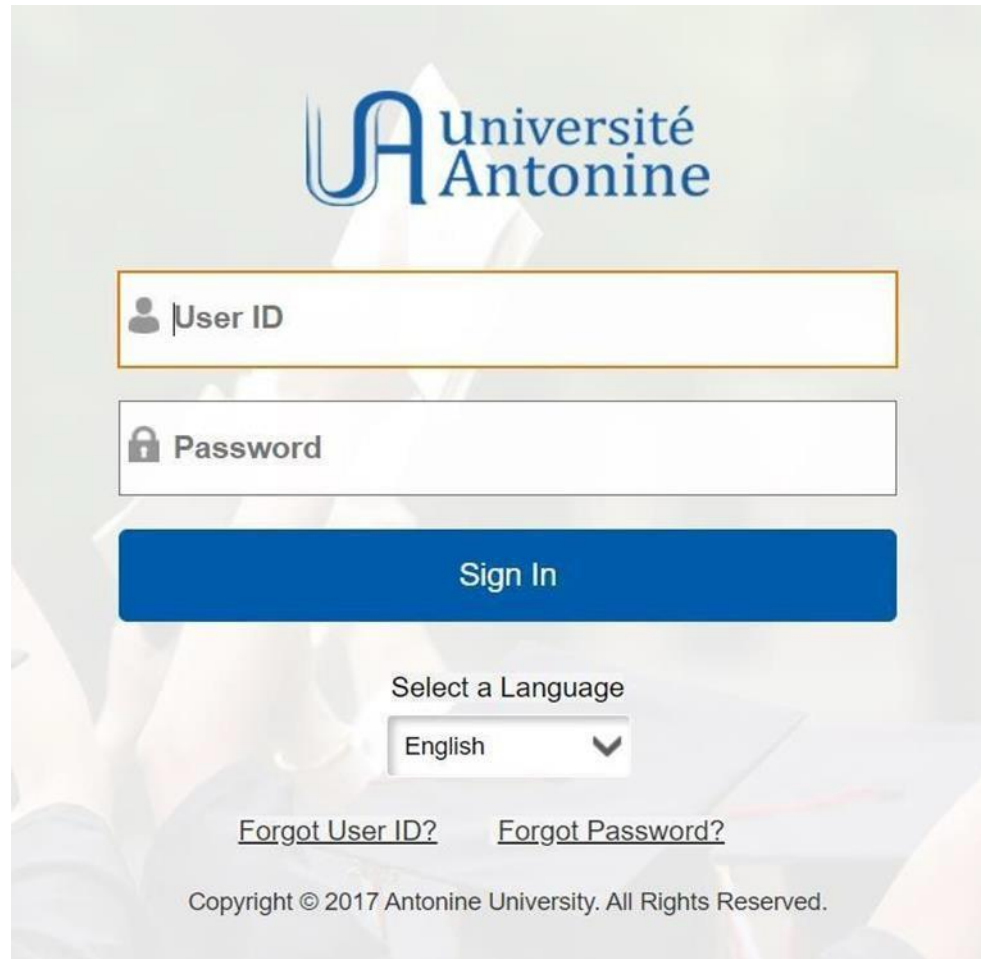
2022 - 2023

Contents

Login Page	3
Student Homepage	4
Enrollment Process	5
Enrollment by My Requirement	5
Class Search and Enroll	15
Drop a Course	20
Swap Classes	22
View Schedule	27
View Grades	28
Classic Home	29
View Grades from the Classic Home	31
Change Password	33
View Holds	36
View my Advisors	38
Attendance Tracking	39
Circulars	40
Financial Account	41
Forms	42
Discounts	48
Enrollment Dates	49
Advising Notes	50
Support	53

Login Page

Navigate to <https://sis.ua.edu.lb> and fill in your credentials.

The image shows the login page of the University of Antoinine. At the top, there is a logo consisting of a stylized 'UA' followed by the text 'Université Antoinine'. Below the logo, there are two input fields: the first is labeled 'User ID' with a person icon, and the second is labeled 'Password' with a lock icon. A blue 'Sign In' button is positioned below these fields. Under the button, there is a 'Select a Language' dropdown menu currently set to 'English'. At the bottom, there are two links: 'Forgot User ID?' and 'Forgot Password?'. The footer contains the text 'Copyright © 2017 Antoinine University. All Rights Reserved.'.

Université
Antoinine

User ID

Password

Sign In

Select a Language

English

[Forgot User ID?](#) [Forgot Password?](#)

Copyright © 2017 Antoinine University. All Rights Reserved.

N.B: For first year students the default username is "the student ID" and the default password is [First two characters of the first name (capital letters) + First two characters from the last name (capital letters) + last four digits from the ID]

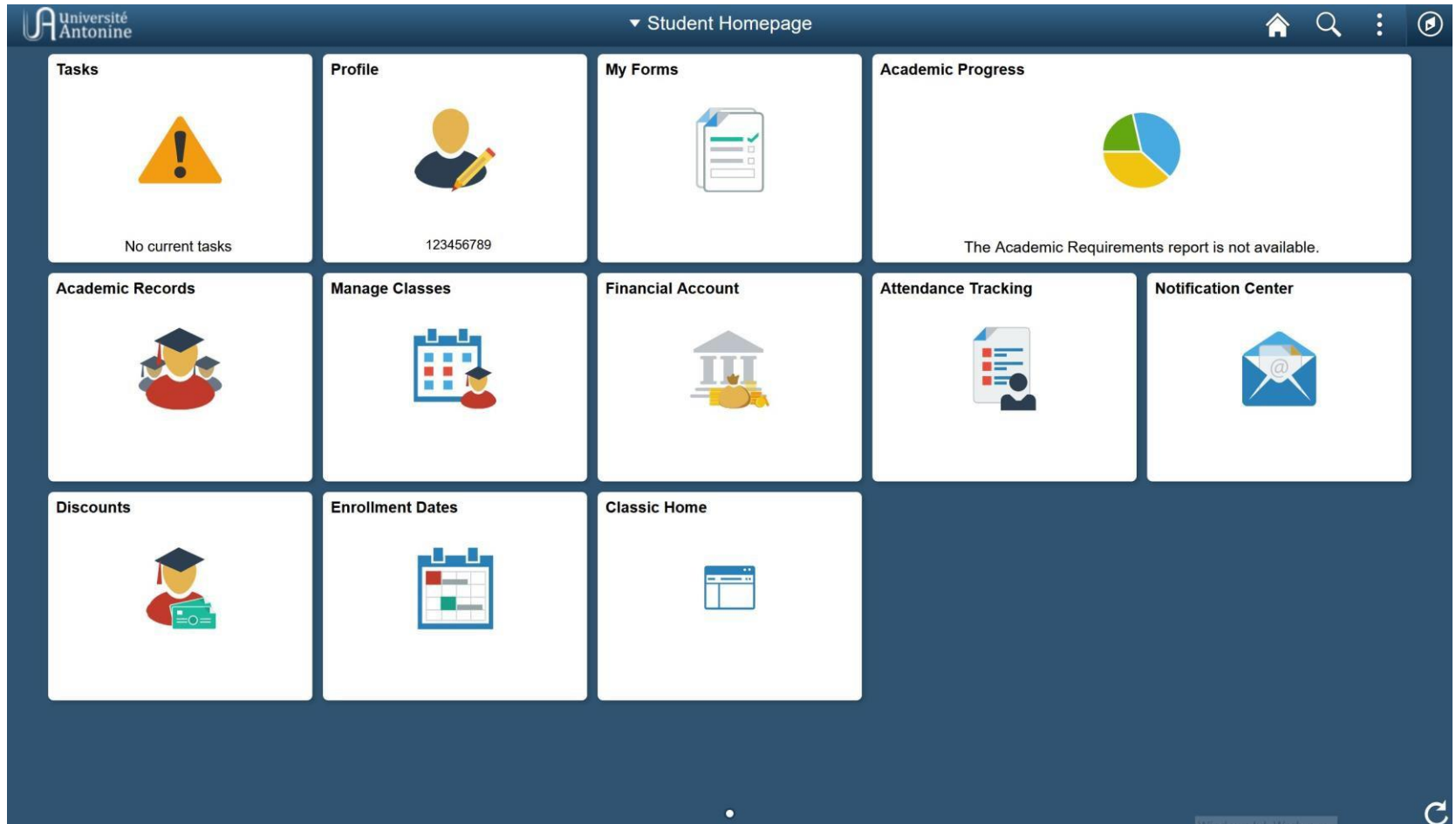
For example ID 202510002 , name : John Smith

Username : 202510002

Password : JOSM0002 (it should be changed on the first login)

Student Homepage

The page below displays all the tiles a student has access to. It is the main homepage.



Enrollment Process

Enrollment by My Requirement

One of the ways to enroll is to go to “enroll by my requirement” page.










Go to Manage Classes > Enroll by My Requirements and choose a section (e.g., Tronc Commun)

The screenshot displays the 'Enroll by My Requirements' page. The sidebar on the left contains the following navigation items: View My Classes, Shopping Cart, Class Search and Enroll (highlighted in yellow), Drop Classes, Update Classes, Swap Classes, Browse Course Catalog, Planner, and Enroll by My Requirements (highlighted in green). The main content area is titled 'Enroll by My Requirements' and contains a table with the following data:

Requirement	Status	Units Completed	Courses Completed
Ingénieurs OSR	Not Satisfied	90%	-
BEINF - Tronc Commun	Not Satisfied	100%	-
Cours Tronc Commun	Satisfied	100%	-
Cours de Français	Not Satisfied	50%	0%

Each row in the table includes a progress bar indicating the completion status. The 'Ingénieurs OSR' row shows 90% completion with a green bar. The 'BEINF - Tronc Commun' row shows 100% completion with a green bar. The 'Cours Tronc Commun' row shows 100% completion with a green bar. The 'Cours de Français' row shows 50% completion with a blue bar. The 'Cours de Français' row also has a 'Courses Completed 0%' status with a corresponding progress bar.

A list of all the courses in the selected session will be displayed.
Choose a course you wish to enroll in.

Academic Progress		Requirement Details			
<div><div> View My Classes</div><div> Shopping Cart</div><div> Class Search and Enroll</div><div> Drop Classes</div><div> Update Classes</div><div> Swap Classes</div><div> Browse Course Catalog</div><div> Planner</div><div> Enroll by My Requirements</div></div>	Course ▾	Description ▾	Units ▾	When/Typically Offered ▾	
	ACCT 301-FC00	Comptabilité et Gestion	3.00	2016 - 2017 Fall	
	ANIM 301-FP10	Animation	1.00	2016 - 2017 Fall	
	DESS 401-FP00	Dessin Vectoriel	1.00	2015 - 2016 Fall	
	DESS 402-FP00	Perspectives et lecture de pla	1.00	2015 - 2016 Fall	
	DESS 403-FP00	Dessin matriciel	1.00	2015 - 2016 Spring	
	ECON 301-FC10	Economie	1.00	2017 - 2018 Spring	
	GBDD 101-FC00	Théorie des systèmes d'informa	3.00	2016 - 2017 Spring	
	MATH 101-FC00	Algèbre	3.00	2015 - 2016 Fall	
	MATH 102-FC00	Algèbre linéaire	3.00	2015 - 2016 Spring	
MATH 201-FC00	Analyse	3.00	2015 - 2016 Fall		
MATH 201-FC00	Analyse	3.00	2020 - 2021 Fall		

Click on "View Classes" to view all available classes for the course. (In other words, all available times for the course).

Requirement Details

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

Enroll by My Requirements

Course Detail

ECON 301-FC10

Economie

Course Detail

Course Career

Engineering

Units

1.00

Grading

Passed on 60 points

Course Component

Lecture

Academic Group

Ingénierie

Academic Organization

Dpt. Génie Informatique

Enrollment Information

Enrollment Requirement

Economie

Course Attribute

FRENCH

Description

Les opérations financières à court terme (le calcul d'intérêt simple, l'escompte et l'équivalence de capitaux). La rentabilité des investissements.
les opérations financières à long terme (les calculs d'intérêt et d'escompte, les notions d'annuités, les problèmes résultants de l'amortissement des emprunts indivis)





View Classes


Add to Planner


Select the current term (E.g., 2020 – 2021 Fall)


< Course Detail


Select a Value




 View My Classes


 Shopping Cart


 Class Search and Enroll


 Drop Classes

 Update Classes

 Swap Classes

 Browse Course Catalog

 Planner

 **Enroll by My Requirements**

Terms prior to 2019 - 2020 Fall





Terms on or after 2019 - 2020 Fall

2020 - 2021 Fall

Select the period you wish to register for


Course Detail


Course Information





2020 - 2021 Fall
Engineering


Change


 View My Classes


 Shopping Cart


 Class Search and Enroll


 Drop Classes

 Update Classes

 Swap Classes

 Browse Course Catalog

 Planner

 Enroll by My Requirements

ECON 301-FC10

Economie

Course Information

Class Selection

Select a class option ⓘ2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic Session	Lecture - 3004	11/01/2020 - 01/02/2021	Wednesday Thursday Friday 5:00AM to 6:15AM	Baabda-Bureau-B.1.11	Open Seats 29 of 30 >
2	Open	Regular Academic Session	Lecture - 3006	11/01/2020 - 01/02/2021	To be announced	To be announced	Open Seats 30 of 30 >

N.B. You can view the class information by click on class link

ECON 301-FC10

Economie

► Course Information

▼ Class Selection

Select a class option ⓘ

2 options

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Seats
1	Open	Regular Academic Session	Lecture - 3004	11/01/2020 - 01/02/2021	Wednesday Thursday Friday 5:00AM to 6:15AM	Baabda-Bureau-B.1.11	Open Seats 28 of 30
2	Open	Regular Academic Session	Lecture - 3006	11/01/2020 - 01/02/2021	To be announced	To be announced	Open Seats 30 of 30 >

< Course Detail

2020 - 2021 Fall Engineering

View My Classes

Shopping Cart

Class Search and E

Drop Classes

Update Classes

Swap Classes

Browse Course Cat

Planner

Enroll by My Requi

Course Information

Class Details

Meeting Information

Enrollment Information

Class Availability

Textbook/Other Information

ECON 301-FC10 Economie

Lecture - 3004

Status : Open

Requirement

In order to be able to enroll in this course you must have passed the course "Comptabilité et Gestion "

No Class Notes

2 options

Seats

Open Seats 28 of 30

Open Seats 30 of 30 >

[Class Search](#)

Course Information

2022 - 2023 Spring

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

MGMT 845-EC00

Organizational Structure and Strategy

★ [Add to favorite courses](#)

▸ [Course Information](#)

▾ [Class Selection](#)

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 3382	02/06/2023 - 05/16/2023	Wednesday 6:30PM to 7:45PM	Baabda-SalleCours-G.4.2	Alan Fata	Open Seats 8 of 25
					Wednesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.2	Alan Fata	>

Click on Next button

[Exit](#)

Class Search and Enroll

Next >

2022 - 2023 Spring

Graduate

Université Antonine

1 Review Class Selection Visited

2 Review Class Preferences Not Started

3 Review and Submit Not Started

Step 1 of 3: Review Class Selection

You have selected

MGMT 845-EC00 [Organizational Structure and Strategy](#)

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3382	Regular Academic Session	02/06/2023 - 05/16/2023	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Open Seats 8 of 25

Click on Submit

✕ Exit

Class Search and Enroll

🚩

⏪ Previous

⋮

2022 - 2023 Spring
Graduate
Université Antonine

1

Review Class Selection
Complete

2

Review Class Preferences
Complete

3

Review and Submit
Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

MGMT 845-EC00 Organizational Structure and Strategy

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3382	Regular Academic Session	02/06/2023 - 05/16/2023	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Open Seats 8 of 25

Submit

✕ Exit

Class Search and Enroll

🚩

⏪ Previous

⋮

2022 - 2023 Spring
Graduate
Université Antonine

1

Review Class Selection
Complete

2

Review Class Preferences
Complete

3

Review and Submit
Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

MGMT 223-EC00 Contemporary Challenges in Human Resource Management

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3312	Regular Academic Session	02/06/2023 - 05/16/2023	Tuesday 6:30PM to 7:45PM Tuesday 8:00PM to 9:15PM	Open Seats 3 of 25

Submit

Are you sure you want to submit?

Yes

No

[Student Homepage](#)

Confirmation

2022 - 2023 Spring
Graduate
Université Antonine

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

MGMT 845-EC00 - Organizational Structure and Strategy
Class(es) has been added to your Shopping Cart.

[Return to Keyword Search Page](#)

Once you have chosen all your classes Go to the **Shopping cart**, select the classes and click on **Enroll**

[Student Homepage](#)

Shopping Cart

2022 - 2023 Spring
Graduate

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Enroll

Delete

Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3312	MGMT 223-EC00 Contemporary Challenges in Hum	Regular Academic Session	Tuesday 6:30PM to 7:45PM Tuesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.1 Baabda-SalleCours-G.4.1	T. ABDALLAH T. ABDALLAH	3.00	Open Seats 3 of 25	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3382	MGMT 845-EC00 Organizational Structure and S	Regular Academic Session	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.2 Baabda-SalleCours-G.4.2	A. Fata A. Fata	3.00	Open Seats 8 of 25	Change Preferences

Student Homepage

Shopping Cart

Home

Search

More

Help

2022 - 2023 Spring

Graduate

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Enroll

Delete

Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3312	MGMT 223-EC00 Contemporary Challenges in Hum	Regular Academic Session	Tuesday 6:30PM to 7:45PM Tuesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.1 Baabda-SalleCours-G.4.1	T. ABDALLAH T. ABDALLAH	3.00	Open Seats 3 of 25	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3382	MGMT 845-EC00 Structure and S		Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.2 Baabda-SalleCours-G.4.2	A. Fata A. Fata	3.00	Open Seats 8 of 25	Change Preferences

Are you sure you want to enroll?

Yes

No

Congratulations! You are now enrolled in Classes.

Student Homepage

Confirmation

Home

Search

More

Help

2022 - 2023 Spring

Graduate

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

✔ MGMT 223-EC00 - Contemporary Challenges in Human Resource Management

This class has been added to your schedule.

✔ MGMT 845-EC00 - Organizational Structure and Strategy

This class has been added to your schedule.

Class Search and Enroll

Another way to enroll in a class is to search directly for it by entering any keyword related to that class.

Go to Manage Classes → Class Search and Enroll, select the current term and then repeat all steps above

← Student Homepage	Select a Value	🏠 🔍 ⋮ ⌂
📅 View My Classes	Terms prior to 2022 - 2023 Spring	▼
📅 Schedule Maker	Terms on or after 2022 - 2023 Spring	▲
🛒 Shopping Cart	2022 - 2023 Spring	
🔍 Class Search and Enroll		
📅 Drop Classes		

Choose the Course

← Student Homepage	Class Search and Enroll	🏠 🔍 ⋮ ⌂
2022 - 2023 Spring	Change	
📅 View My Classes	Search For Classes ⓘ	
📅 Schedule Maker	Enter keyword e.g. course, subject, class, topic	»
🛒 Shopping Cart	Additional ways to search	
🔍 Class Search and Enroll	▶ Favorites	
📅 Drop Classes	▼ Recently Viewed	
	MGMT 845-EC00	
	Organizational Structure and Strategy	>
	1 class option available	

Choose the Class

[Class Search](#)

Course Information

2022 - 2023 Spring

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

MGMT 845-EC00

Organizational Structure and Strategy

★ [Add to favorite courses](#)

▸ [Course Information](#)

▼ [Class Selection](#)

Select a class option ⓘ Selected Filters 1 option

Option	Status	Session	Class	Meeting Dates	Days and Times	Room	Instructor	Seats
1	Open	Regular Academic Session	Lecture - 3382	02/06/2023 - 05/16/2023	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.2 Baabda-SalleCours-G.4.2	Alan Fata Alan Fata	Open Seats 8 of 25

Click on Next button

[Exit](#)

Class Search and Enroll

Next >

2022 - 2023 Spring

Graduate

Université Antonine

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Review and Submit
Not Started

Step 1 of 3: Review Class Selection

You have selected

MGMT 845-EC00 [Organizational Structure and Strategy](#)

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3382	Regular Academic Session	02/06/2023 - 05/16/2023	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Open Seats 8 of 25

Click on Submit

✕ Exit

Class Search and Enroll

🚩

⏪ Previous

⋮

2022 - 2023 Spring
Graduate
Université Antonine

1

Review Class Selection
Complete

2

Review Class Preferences
Complete

3

Review and Submit
Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

MGMT 845-EC00 Organizational Structure and Strategy

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3382	Regular Academic Session	02/06/2023 - 05/16/2023	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Open Seats 8 of 25

Submit

✕ Exit

Class Search and Enroll

🚩

⏪ Previous

⋮

2022 - 2023 Spring
Graduate
Université Antonine

1

Review Class Selection
Complete

2

Review Class Preferences
Complete

3

Review and Submit
Visited

Step 3 of 3: Review and Submit

You have selected to add to your shopping cart

MGMT 223-EC00 Contemporary Challenges in Human Resource Management

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3312	Regular Academic Session	02/06/2023 - 05/16/2023	Tuesday 6:30PM to 7:45PM Tuesday 8:00PM to 9:15PM	Open Seats 3 of 25

Submit

Are you sure you want to submit?

Yes

No

[Student Homepage](#)

Confirmation

2022 - 2023 Spring
Graduate
Université Antonine

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

MGMT 845-EC00 - Organizational Structure and Strategy
Class(es) has been added to your Shopping Cart.

[Return to Keyword Search Page](#)

Once you have chosen all your classes Go to the **Shopping cart**, select the classes and click on **Enroll**

[Student Homepage](#)

Shopping Cart

2022 - 2023 Spring
Graduate

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Enroll

Delete

Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3312	MGMT 223-EC00 Contemporary Challenges in Hum	Regular Academic Session	Tuesday 6:30PM to 7:45PM Tuesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.1 Baabda-SalleCours-G.4.1	T. ABDALLAH T. ABDALLAH	3.00	Open Seats 3 of 25	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3382	MGMT 845-EC00 Organizational Structure and S	Regular Academic Session	Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.2 Baabda-SalleCours-G.4.2	A. Fata A. Fata	3.00	Open Seats 8 of 25	Change Preferences

Student Homepage

Shopping Cart

Home

Search

More

Help

2022 - 2023 Spring

Graduate

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Enroll

Delete

Validate

Your Shopping Cart

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3312	MGMT 223-EC00 Contemporary Challenges in Hum	Regular Academic Session	Tuesday 6:30PM to 7:45PM Tuesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.1 Baabda-SalleCours-G.4.1	T. ABDALLAH T. ABDALLAH	3.00	Open Seats 3 of 25	Change Preferences
<input checked="" type="checkbox"/>	Open	Lecture - 3382	MGMT 845-EC00 Structure and S		Wednesday 6:30PM to 7:45PM Wednesday 8:00PM to 9:15PM	Baabda-SalleCours-G.4.2 Baabda-SalleCours-G.4.2	A. Fata A. Fata	3.00	Open Seats 8 of 25	Change Preferences

Are you sure you want to enroll?

Yes

No

Congratulations! You are now enrolled in Classes.

Student Homepage

Confirmation

Home

Search

More

Help

2022 - 2023 Spring

Graduate

View My Classes

Schedule Maker

Shopping Cart

Class Search and Enroll

✔ MGMT 223-EC00 - Contemporary Challenges in Human Resource Management

This class has been added to your schedule.

✔ MGMT 845-EC00 - Organizational Structure and Strategy

This class has been added to your schedule.

Drop a Course

Go to Manage Classes → Drop classess

Select the class(es) you want to drop

✕ Exit

Drop Classes

⋮

2020 - 2021 Fall
Engineering

1 Select Classes to Drop
In Progress

2 Review Classes to Drop
Not Started

Step 1 of 2: Select Classes to Drop

Select	Class	Description	Days and Times	Room	Instructor	Units	Status
<input type="checkbox"/>	Lecture - 3004	ECON 301-FC10 Economie	Wednesday Thursday Friday 5:00AM to 6:15AM	Baabda-Bureau-B.1.11	Staff	1.00	Enrolled
<input type="checkbox"/>	Lecture - 3001	MATH 211-FC00 Analyse I	Monday Wednesday Friday 8:00AM to 9:15AM	Escalierentre-B.1et-B.2	L. SALIBA	3.00	Enrolled
<input type="checkbox"/>	Lecture - 3005	MATH 212-FC10 Analyse II	Wednesday Thursday Friday 1:00PM to 2:00PM	EscalierentreRCet-G.1	M. YOUSSEF	3.00	Enrolled
<input type="checkbox"/>	Lecture - 3003	MATH 402-FC10 Recherche Opérationnelle	Monday Tuesday Wednesday 10:00AM to 11:15AM	Baabda-Toilette-B.5.8	Staff	3.00	Enrolled

Click on “Drop Classes”

2020 - 2021 Fall
Engineering

1 Select Classes to Drop
Complete

2 Review Classes to Drop
Visited

Step 2 of 2: Review Classes to Drop





Drop Classes

Class	Description	Days and Times	Room	Instructor	Units	Status
Lecture - 3004	ECON 301-FC10 Economie	Wednesday Thursday Friday 5:00AM to 6:15AM	Baabda-Bureau-B.1.11	Staff	1.00	Enrolled


A success message should appear as below


< Student Homepage


Confirmation





2020 - 2021 Fall
Engineering


 View My Classes


 Shopping Cart


 Class Search and Enroll


 **Drop Classes**


 Update Classes

 Swap Classes

 Browse Course Catalog

 Planner










 Enroll by My Requirements

 **ECON 301-FC10 - Economie**
This class has been dropped.

Swap Classes

Use the Swap feature when you want to replace a course in your schedule with another.

Go to Manage Classes → Swap Classes

2020 - 2021 Fall Engineering Université Antonine	
 View My Classes	<h2>Swap Classes</h2> <p>Select the class you wish to swap then select the class you wish to replace it with.</p> <p>Swap This Class</p> <p>Select from your schedule</p> <div><input type="text"/></div> <p>With This Class</p> <p>Search for Classes</p> <div><input type="text" value="Class Search"/></div> <p>Or</p> <p>Select from Shopping Cart</p> <div><input type="text"/></div> <p>Or</p> <p>Enter Class Number</p> <div><input type="text"/></div>
 Shopping Cart	
 Class Search and Enroll	
 Drop Classes	
 Update Classes	
 Swap Classes	
 Browse Course Catalog	
 Planner	
 Enroll by My Requirements	


Search


Select a class from your schedule and click on “Search”
In the below example, we are replacing “Analyse I” with “Economie”


2020 - 2021 Fall


Engineering


Université Antoinine


 View My Classes


 Shopping Cart


 Class Search and Enroll


 Drop Classes

 Update Classes

 **Swap Classes**

 Browse Course Catalog

 Planner

 Enroll by My Requirements

Swap Classes

Select the class you wish to swap then select the class you wish to replace it with.

Swap This Class

Select from your schedule

MATH 211-FC00: Analyse I

▼

With This Class

Search for Classes

Class Search

▼

Or

Select from Shopping Cart










▼

Or

Enter Class Number

Search

Select the course you want to exchange with

2020 - 2021 Fall Engineering	
 View My Classes	Search For Classes ⓘ
 Shopping Cart	<input type="text" value="Enter keyword e.g. course, subject, class, topic"/> »
 Class Search and Enroll	Additional ways to search
 Drop Classes	▼ Recently Viewed
 Update Classes	ECON 301-FC10
 Swap Classes	Economie >
 Browse Course Catalog	2 class options available
 Planner	Delete All
 Enroll by My Requirements	

Exit

Swap Classes

Next



2020 - 2021 Fall
Engineering
Université Antoine

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Confirm Class Swap
Not Started

Step 1 of 3: Review Class Selection

You have selected

ECON 301-FC10 Economie

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Lecture - 3004	Regular Academic Session	11/01/2020 - 01/02/2021	Wednesday Thursday Friday 5:00AM to 6:15AM	Open Seats 29 of 30

Click on “Next”

2020 - 2021 Fall
Engineering
Université Antoine

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Confirm Class Swap
Not Started

Step 2 of 3: Review Class Preferences

ECON 301-FC10 Economie

Lecture - 3004 - Open

Permission Number

Accept


Click on “Accept”


A success message should appear as below


2020 - 2021 Fall


Engineering


Université Antonine


 View My Classes


 Shopping Cart


 Class Search and Enroll


 Drop Classes


 Update Classes

 **Swap Classes**

 Browse Course Catalog

 Planner

 Enroll by My Requirements

 **Swap MATH 201-FC00 - Analyse with ECON 301-FC10 - Economie**

This class has been added to your schedule.

View Schedule

You can view your schedule by going to Manage Classes → View My Classes

2020 - 2021 Fall

Engineering

View My Classes

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Browse Course Catalog

Planner

Enroll by My Requirements

By Class

By Date

☒ Show Enrolled Classes
 ☐ Show Waitlisted Classes
 ☒ Show Dropped Classes

▼ ECON 301-FC10 Economie

Status	Units	Grading Basis	Grade	Description	Requirement Designation
Enrolled	1.00	Pass on 60 points		Master Ingénieur Informatique	

Class

Start/End Dates

Days and Times

Room

Lecture - 3004

11/01/2020 - 01/02/2021

Days: Wednesday Thursday Friday
Times: 5:00AM to 6:15AM

Baabda-Bureau-B.1.11

Enrollment Deadlines

▼ MATH 211-FC00 Analyse I

Status	Units	Grading Basis	Grade	Description	Requirement Designation
Enrolled	3.00	Pass on 60 points		Master Ingénieur Informatique	

Class

Start/End Dates

Days and Times

Room

Lecture - 3001

11/01/2020 - 01/02/2021

Days: Monday Wednesday Friday
Times: 8:00AM to 9:15AM

Escalierentre-B.1et-B.2

Enrollment Deadlines

View Grades

Once it's time, you can view your grades by going to Academic Records → View Grades
Select the term and your grades will be displayed on this page.

< Student Homepage		Select a Value	🏠 🔍 ⋮ 🗨
📅 Course History	2020 - 2021 Fall Engineering		
📅 View Grades	2018 - 2019 Spring Engineering		
📅 View Unofficial Transcript	2018 - 2019 Fall Engineering		
📅 Request Official Transcript	2017 - 2018 Summer Engineering		
	2017 - 2018 Spring Engineering		
	2017 - 2018 Fall Engineering		

2020 - 2021 Fall Engineering	Change
---------------------------------	--------

📅 Course History
📅 View Grades
📅 View Unofficial Transcript
📅 Request Official Transcript

View Grades

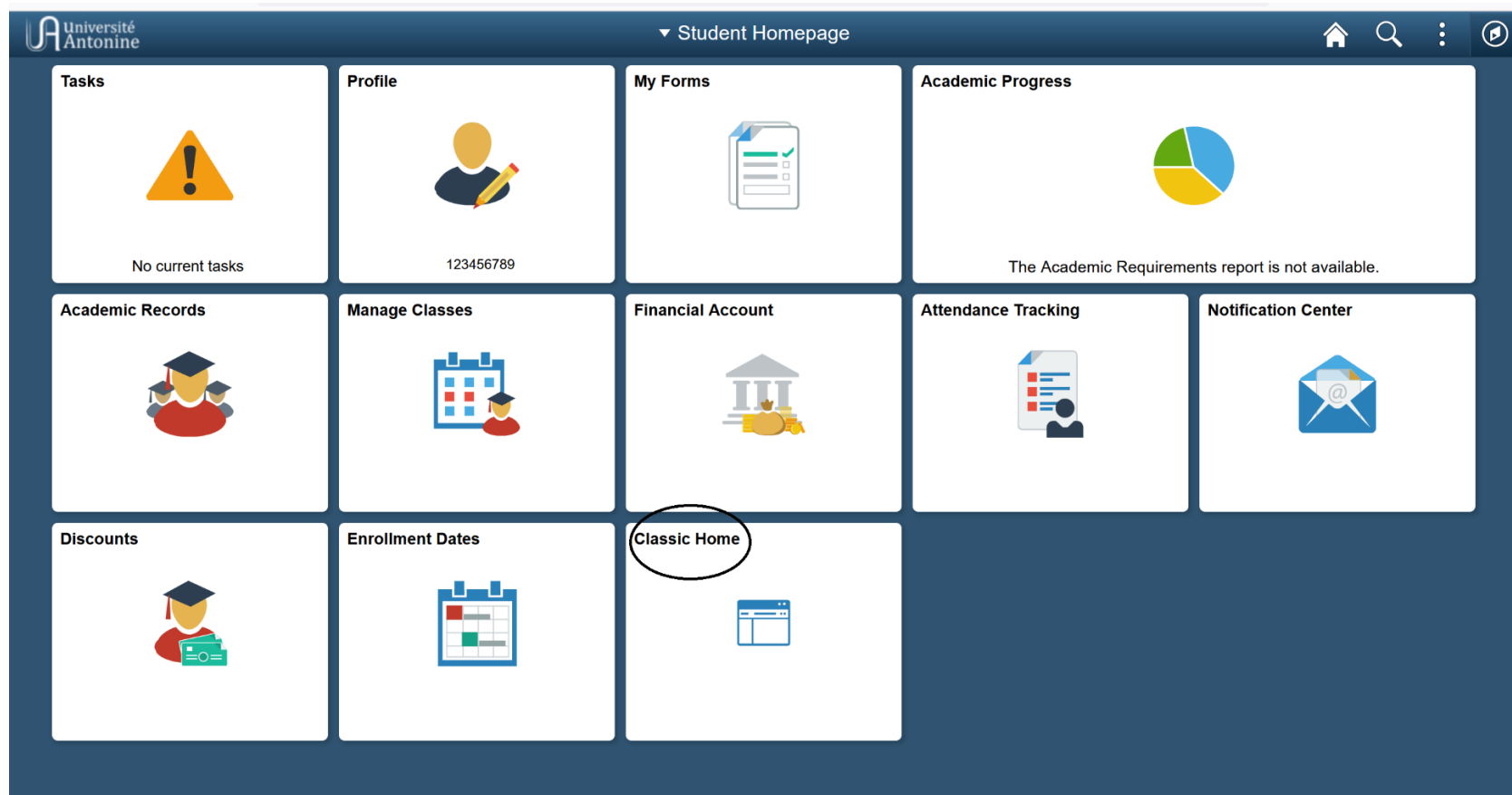
Term GPA 0.000	>
Cumulative GPA 69.950	>

4 rows

Class	Description	Units	Grading	Grade	Grade Points
ECON 301-FC10	Economie	1.00	Pass on 60 points		
MATH 211-FC00	Analyse I	3.00	Pass on 60 points		
MATH 212-FC10	Analyse II	3.00	Pass on 60 points		
MATH 402-FC10	Recherche Opérationnelle	3.00	Pass on 60 points		

Classic Home

You can switch to the classic version (old version) by clicking on “Classic Home” on the Student Homepage




Go to the Main Menu → Self Service → Student Center to see all schedules, grades, holds, advisor and many other related information.

Favorites ▾

Main Menu ▾

> Self Service ▾

> Student Center

 Université Antonine

Navigator ▾

Search

» Advanced Search

Academics

Deadlines

URL

Gradebook/Class Activities

Search






Plan

Enroll

My Academics

other academic... ▾

This Week's Schedule

	Class	Schedule
 	ANAT 701-EL00-GA LEC (3916)	We 2:30PM - 3:45PM Baabda-SalleCours- B.4.13 We 4:00PM - 5:15PM Baabda-SalleCours- B.4.13
 	DLCD 103-EA10-1 LEC (3826)	Tu 11:30AM - 12:45PM Baabda-SalleCours- B.4.11
	DLCD 103-EA10-GB PRA (3828)	Fr 8:30AM - 9:45AM Baabda- LabProthèse-4- B.3.21 Fr 10:00AM - 11:15AM Baabda- LabProthèse-4- B.3.21 Fr 11:30AM - 12:45PM Baabda- LabProthèse-4- B.3.21 Fr 1:00PM - 2:15PM Baabda- LabProthèse-4- B.3.21

Search for Classes

Share My information

▼ Holds

Late Fees

Details ▶

▼ To Do List

No To Do's.

▼ Enrollment Dates

Open Enrollment Dates

▼ Advisor

Program Advisor

May NOHRA Edmond

Details ▶

View Grades from the Classic Home

Go to Main Menu → Self Service → Student Center

Choose from the drop-down list below “grades”

The screenshot displays the Université Antonine Student Center interface. At the top, a dark blue header bar contains the university logo, a 'Navigator' dropdown, a search bar, an 'Advanced Search' link, an 'Add To' dropdown, and a 'NavBar' icon. Below the header, the page title 'Tia's Student Center' is visible. The main content area is divided into several sections. On the left, a sidebar contains a 'Grades' dropdown menu, which is currently open, showing a list of options: 'Academic Planner', 'Academic Requirements', 'Assignments', 'Enrollment Verification', 'Enrollment: Add', 'Enrollment: Drop', 'Enrollment: Swap', 'Grades', 'Learning Management System', 'Transfer Credit: Modelling', 'Transfer Credit: Report', and 'other academic...'. The 'Grades' option is highlighted. The main content area is divided into two columns. The left column contains a 'Search' link, a 'Plan' link, an 'Enroll' link, a 'My Academics' link, and a 'You are not enrolled in classes.' message. Below this is an 'Enrollment Shopping Cart' link. The right column contains a 'Search for Classes' button, a 'Holds' section with 'No Holds.', a 'To Do List' section with 'No To Do's.', an 'Enrollment Dates' section with an 'Open Enrollment Dates' link, an 'Advisor' section with a 'Program Advisor' link and 'None Assigned', a 'University Links' section with 'Ecources' and 'Mail' links, a 'Search Engines' section with 'Yahoo' and 'Google' links, and an 'Other Links' section with an 'Amazon' link. The bottom section of the page contains an 'Admissions' section with an 'Apply for Admission' link and a 'You do not have any pending applications at this time.' message.

Université Antonine

Navigator Search Advanced Search Add To NavBar

Tia's Student Center

Academics

Search
Plan
Enroll
My Academics

other academic... (X)

Academic Planner
Academic Requirements
Assignments
Enrollment Verification
Enrollment: Add
Enrollment: Drop
Enrollment: Swap
Grades
Learning Management System
Transfer Credit: Modelling
Transfer Credit: Report
other academic...

You are not enrolled in classes.

Enrollment Shopping Cart ►

Account Summary

You owe 0.00.

- Due Now 0.00
- Future Due 0.00

This may not reflect recent changes to your tuition and fees.

Currency used is US Dollar

Contact Information

Permanent Address Withheld	Billing Address Withheld
Primary Phone Withheld	Campus E-mail 201820553@ua.edu.lb

Search for Classes

Holds

No Holds.

To Do List

No To Do's.

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

None Assigned

University Links

Ecources
Mail

Search Engines

Yahoo
Google

Other Links

Amazon

Admissions

Apply for Admission

You do not have any pending applications at this time.

My Activities

COMM 109-FPOO:Infographie

Universite Antonine | Undergraduate 12020 - 2021 Fall

Show Results

Expand All Collapse All

Overall Status Completed

Activity Details

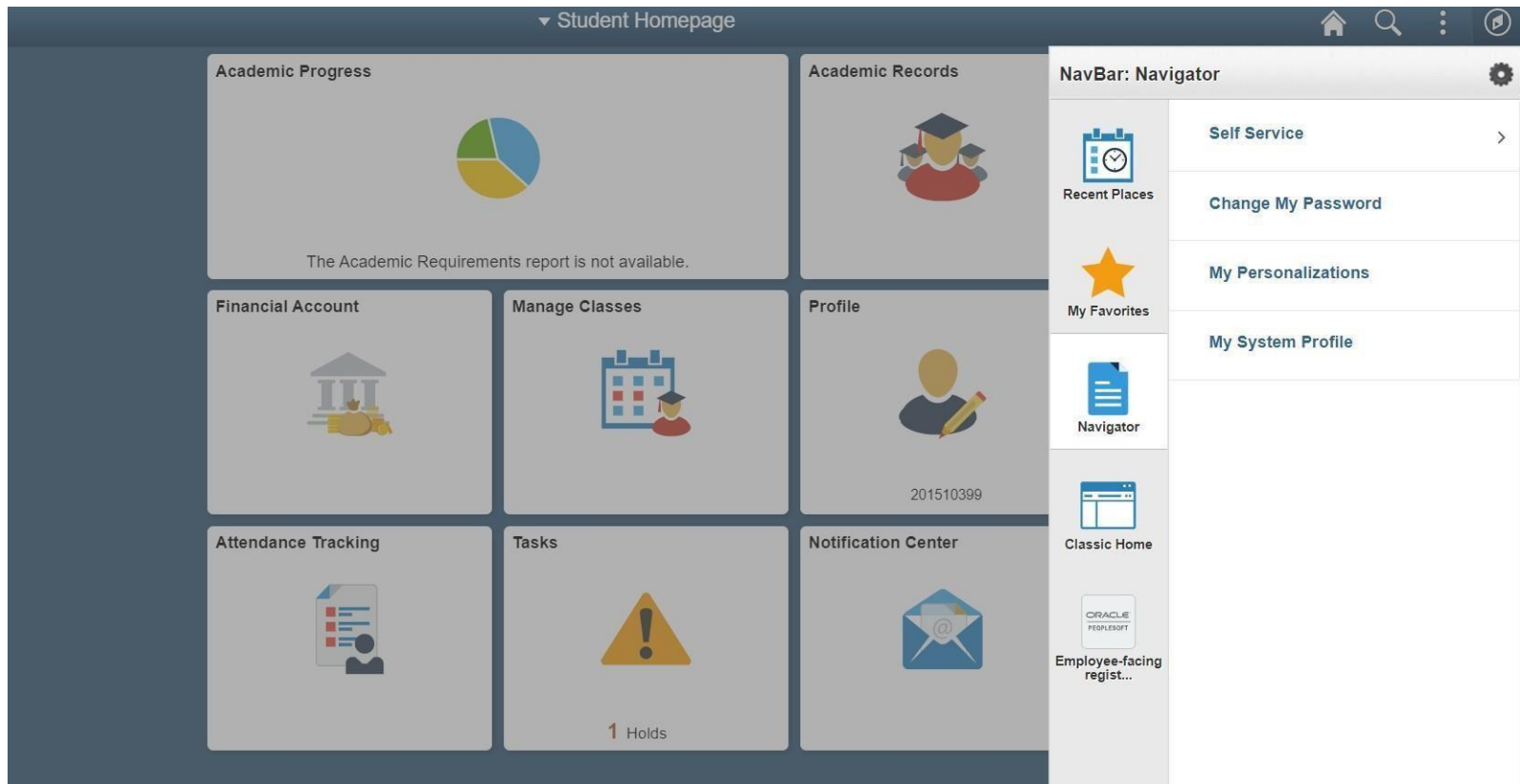
		Result Sub-Type	Result Scale	Include in Calc	Mark	Outcome
IG) COMM 109-FPOO:Infographie	Enrolled	Yes				
	Evaluation continue	Assigned	Yes	CMPNT_100/60	y	60.00 Pass
	Midterm	Assigned	Yes	CMPNT_100/60	y	56.00 Fail
	Projet Final	Assigned	Yes	CMPNT_100/60	y	89.00 Pass
Save	Return					

Change Password

Go to NavBar and click on Navigator








Select "Change My Password"



N.B. The new password should contain at least one capital letter and one number.

[← Student Homepage](#)

Change Password



User ID

Description

*Current Password









*New Password

*Confirm Password

Change Password

View Holds

Go to "Tasks" from the Student Homepage

Academic Progress  The Academic Requirements report is not available.	Academic Records 	
Financial Account 	Manage Classes 	Profile  201510399
Attendance Tracking 	Tasks  1 Holds	Notification Center 

In this example the hold is “Late Fees”

Student Homepage

Tasks

Home

Search

More

Share

To Do List

Holds

1

Completed Agreements

Holds

1 row

Filter

Sort

Hold	Department
Late Fees	Accounting

Below is a table of all available holds

Hold	Departement in charge
Admission File Incomplete	Admission office
Attendance bloc 1	"No Impact on enrollment"
Bridging Student	"No Impact on enrollment"
C.National Social Security	Accounting office
June Fees not paid	Accounting office
Late Fees	Accounting office
Old Late Fees	Accounting office
Payments 1701 incomplete	Accounting office
Registration Blocked	Accounting office
Smart ID Card	IT office
To be Checked-Inactive/SpCase	Registrar office

View my Advisors

Go to Academic Records → Advisors

In the page below, you can view your advisor’s name and email.

Academic Progress Summary

Academic Progress

Course Requirement Alerts


Expected Graduation Term

Advisors

Advisors

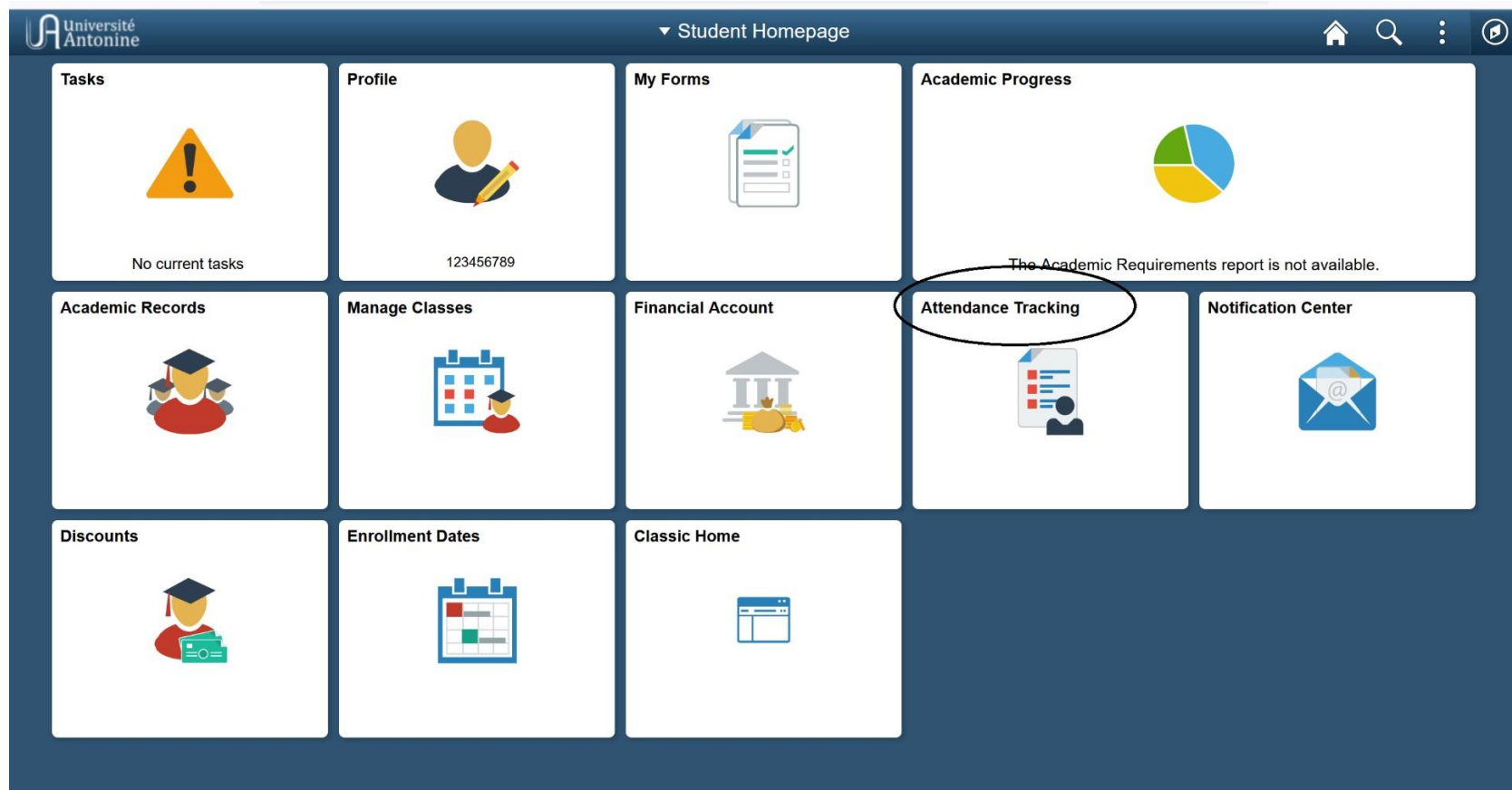
1 row

↕

Name	Program	Email
<div><div></div><div>[REDACTED]</div></div>	Master Ingénieur Informatique	<div>[REDACTED]</div> @UA.EDU.LB

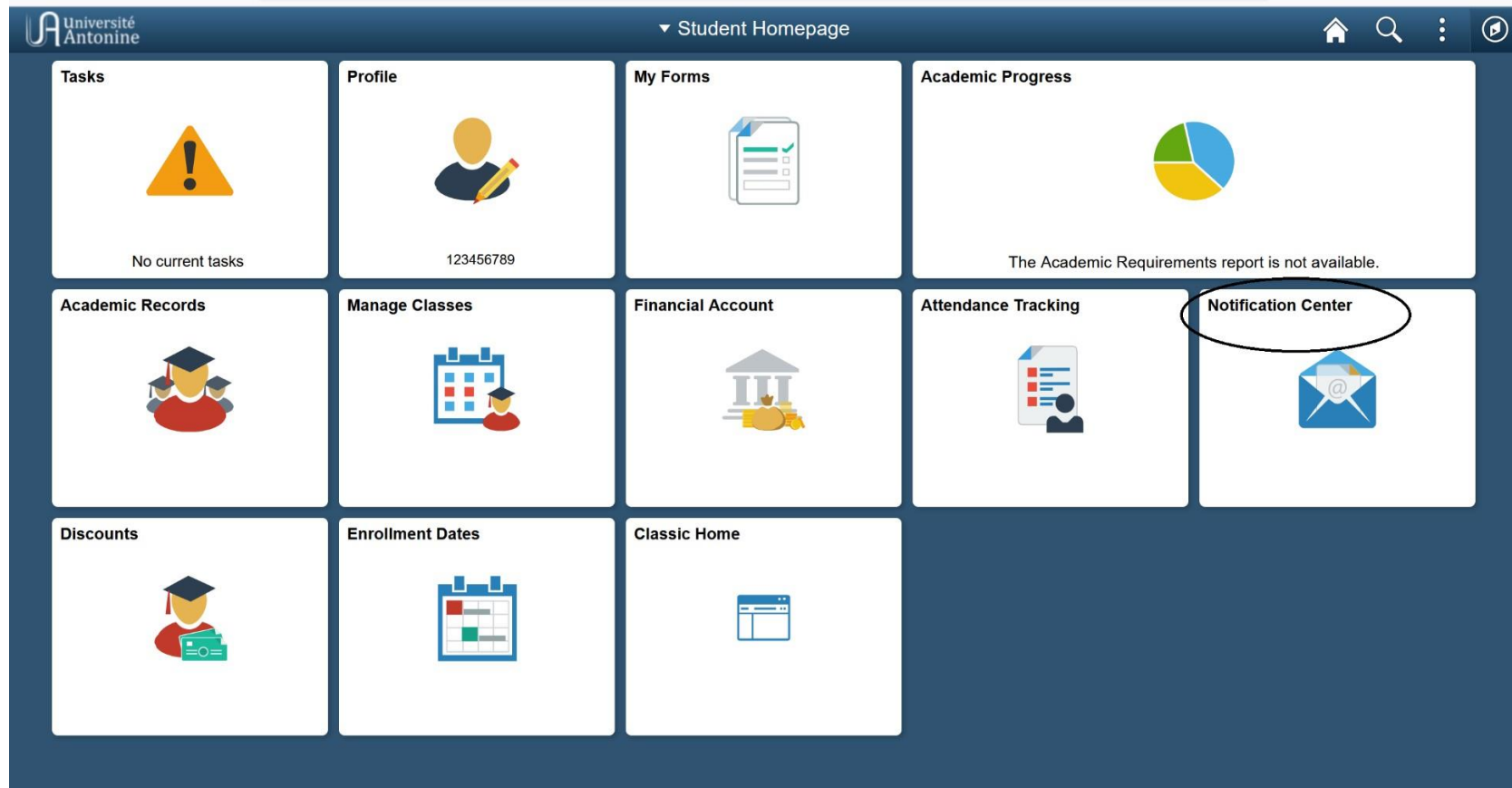
Attendance Tracking

You can track your attendance throughout the semester by going to the “Attendance Tracking” on the student homepage.



Circulars

Go to “Notification Center” to view all the circulars



Financial Account

Go to Financial Account → Account Balance to check the account balance and charges.

 Account Balance

 Make a Payment

 Charges Due

 Payment History

 Account Services ▾

This may not reflect recent changes to your tuition and fees.

What I Owe

Term	Charges & Deposits	Total Due
2020 - 2021 Fall	400.00	400.00
Total	400.00	400.00

Currency used is US Dollar

 Account Balance

 Make a Payment

 Charges Due

 Payment History

 Account Services ▾

This may not reflect recent changes to your tuition and fees.

What I Owe

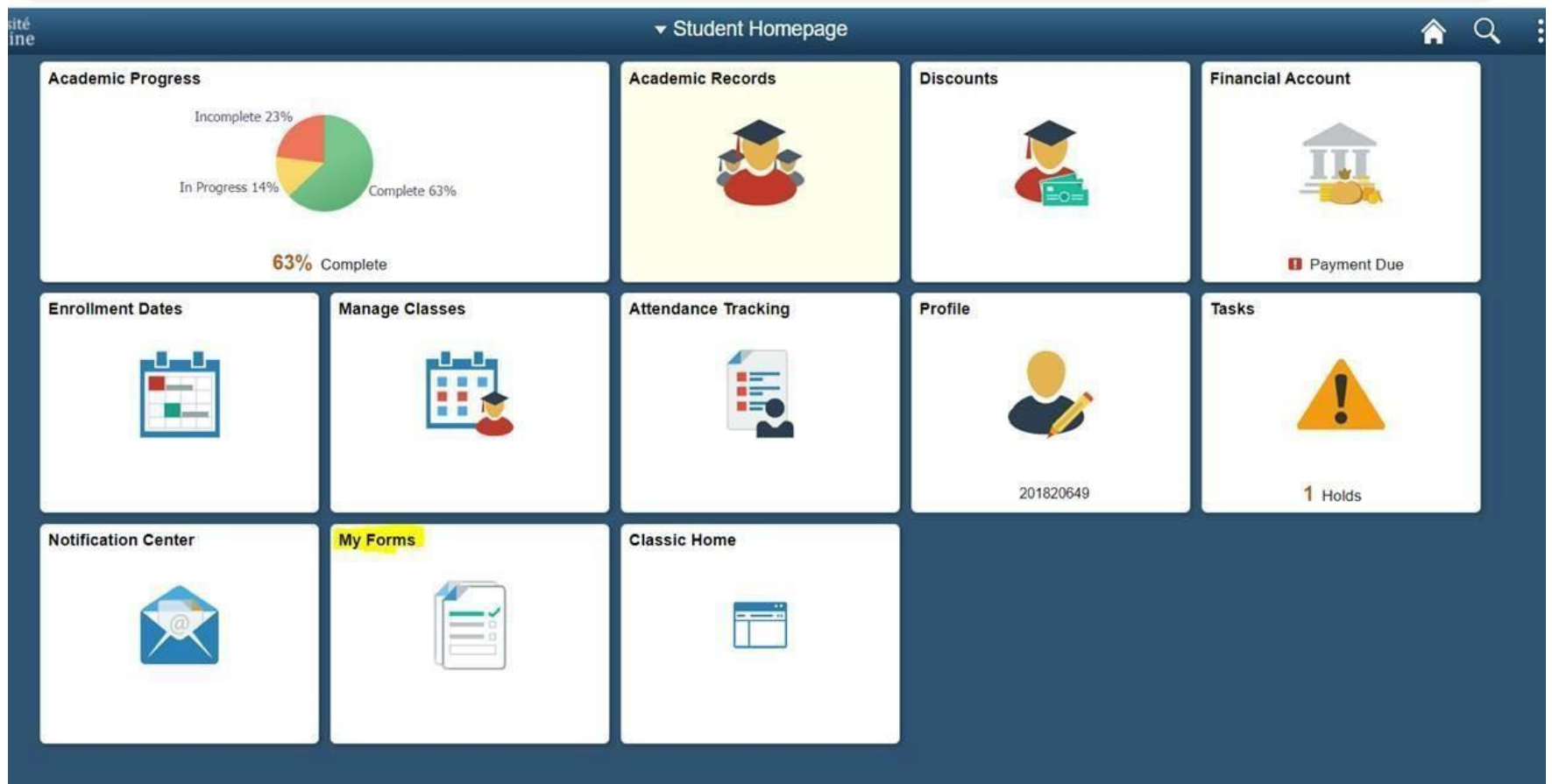
Summary By Due Date

Detail Of Charges Due

Due Date	Amount Due
11/30/2020	400.00
Total Amount Due	400.00

Currency used is US Dollar





Click on “My Forms”



A list of all submitted form will appear with their status, created time and submitted time

Student Homepage

My Forms



Fill out a new form

*View By

Status

All4

Pending Approval2

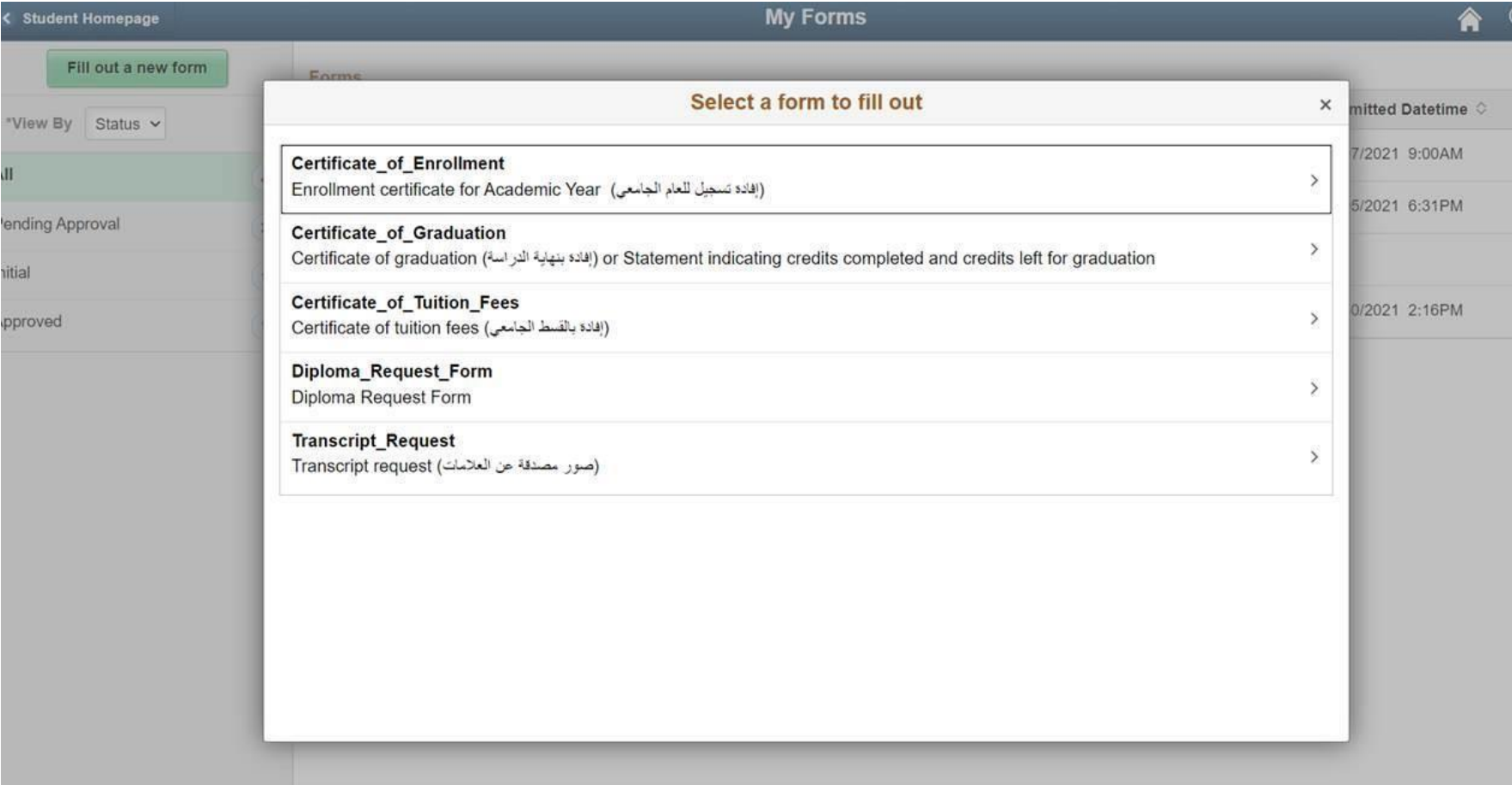
Initial1

Approved1

Forms

Form	Description	Approval Status	Created Datetime	Submitted Datetime	
Transcript_Test		Approved	07/07/21 8:59AM	07/07/2021 9:00AM	>
Transcript_Test		Pending	07/05/21 6:31PM	07/05/2021 6:31PM	>
Transcript_Test		Initial	07/05/21 5:02PM		>
Certificate_of_Graduation		Pending	06/30/21 2:15PM	06/30/2021 2:16PM	>

Click on “Fill out new form” in order to create a new one: a list of all activated/available forms will appear



Read the instructions carefully and click on the 'x' button

My Forms

Certificate_of_Enrollment

Home

Search

More

Refresh

Save

Approval Status

Initial

Created On

*ID - الطالب

*Father Name -

*Academic Le

*Level - توى

*Date of B

Request Details

*Academic Y

*Select the language of certificate -

More Informat

Attachments

There is no attachment uploa

Add Attachment

Instructions

الأحكام والشروط

١. يتحمل الطالب يتحمل الطالب مسؤولية التأكد من اكتمال طلبه وعدم احتوائه على معلومات خاطئة من أجل تجنب رفضه وإعادته له.
٢. يتعين على الطالب أن يملأ التفاصيل كافة كما هو مبين في جواز سفره، ويجوز أن يرفق نسخة عنه، إذا وجدت. أما في حال عدم امتلاكه جواز سفر، فيتعين عليه إدخال التفاصيل كافة بحسب الوثائق الرسمية المستخدمة عادة للاستحصال على جواز السفر.
٣. يتعين على الطالب مراجعة طلبه بعناية وتصحيح أي خطأ مطبعي يرد فيه.
٤. إن الرسم المحدد للمستند الواحد هو **50.000 ل.ل.** تُدفع عند الاستلام.
٥. إن الرسم المحدد للصورة المصنقة عن الإفادة الجامعية هو **25.000 ل.ل.**
٦. إن الرسم المحدد لطلب محتوى المواد (Syllabus des cours) هو كالاتي:
• ١ - ١٥ ورقة: ٣٠,٠٠٠ ل.ل.
• ١٦ - ٥٠ ورقة: ١٠٠,٠٠٠ ل.ل.
• ٥١ - ٢٠٠ ورقة: ٢٠٠,٠٠٠ ل.ل.
٧. تُسلم المستندات المطلوبة بعد عشرة أيام عمل فعلي اعتباراً من تاريخ تقديم الطلب، باستثناء الشهادة الجامعية وإفادة نهاية الدراسة.
٨. في حال عدم استلام المستند المطلوب خلال فترة شهر تلي صدوره، تُضاف القيمة المتوقعة إلى حساب الطالب.
٩. يتعين على الطالب استلام المستند المطلوب شخصياً.

Conditions générales

1. Il est de la responsabilité de l'étudiant de veiller à ce que son dossier soit complet et ne comporte pas des informations erronées, et ce pour éviter qu'il ne lui soit renvoyé.
2. L'étudiant se doit de remplir le formulaire conformément aux détails de son passeport, dont une copie peut y être jointe, le cas échéant. S'il n'en possède pas un, il doit inclure les données figurant sur les documents officiels normalement requis pour l'obtention d'un passeport.
3. Il incombe à l'étudiant de relire soigneusement le formulaire et de corriger d'éventuelles erreurs typographiques.
4. Les frais à payer s'élèvent à **50,000 L.L.** par document et doivent être réglés lors de son retrait.
5. Les frais à payer pour chaque copie certifiée conforme à l'attestation originale s'élèvent à **25,000 L.L.**
6. Les frais à payer pour chaque syllabus sont répartis comme suit :
• 1 – 15 feuilles : 30,000 L.L.
• 16 – 50 feuilles : 100,000 L.L.
• 51 – 200 feuilles : 200,000 L.L.
7. Le délai d'obtention des documents est de 10 jours ouvrables à partir de la date de soumission de la demande, à l'exception du diplôme

Fill out the required fields.

My Forms

Certificate_of_Enrollment

Home

Search

More

Refresh

Save

Approval Status

Initial

*ID - رقم الطالب

*Father Name - الأب

*Academic Level

*Level - المستوى

*Date of Birth

Created On

*First Name - الاسم

*Last Name - الشهرة

*Faculty - الكلية

*Place of Birth

Request Details

*Academic Year

Academic Term

*Select the language of the certificate - اللغة

*Copies - العدد

More Information

Attachments

There is no attachment uploaded.

Add Attachment

Once done, click on save.

Submit, preview approvals and cancel buttons will appear.

Click on Preview Approval in order to see the flow of approvers.

My Forms

Certificate_of_Enrollment

Home

Search

More

Help

Save

Preview Approval

Submit

Approval Status

Initial

Created On

07/08/2021

*ID - رقم الطالب

201510399

*Father Name - الأب

test

*Academic Level

First Year

*Level - المستوى

Undergraduate

*Date of Birth

07/08/2021

*First Name - الاسم

test

*Last Name - الشهرة

test

*Faculty - الكلية

Engineering

*Place of Birth

beirut

Request Details

*Academic Year

2019 - 2020

*Language - اللغة

English

*Copies - العدد

2

More Information

Instructions

الأحكام والشروط

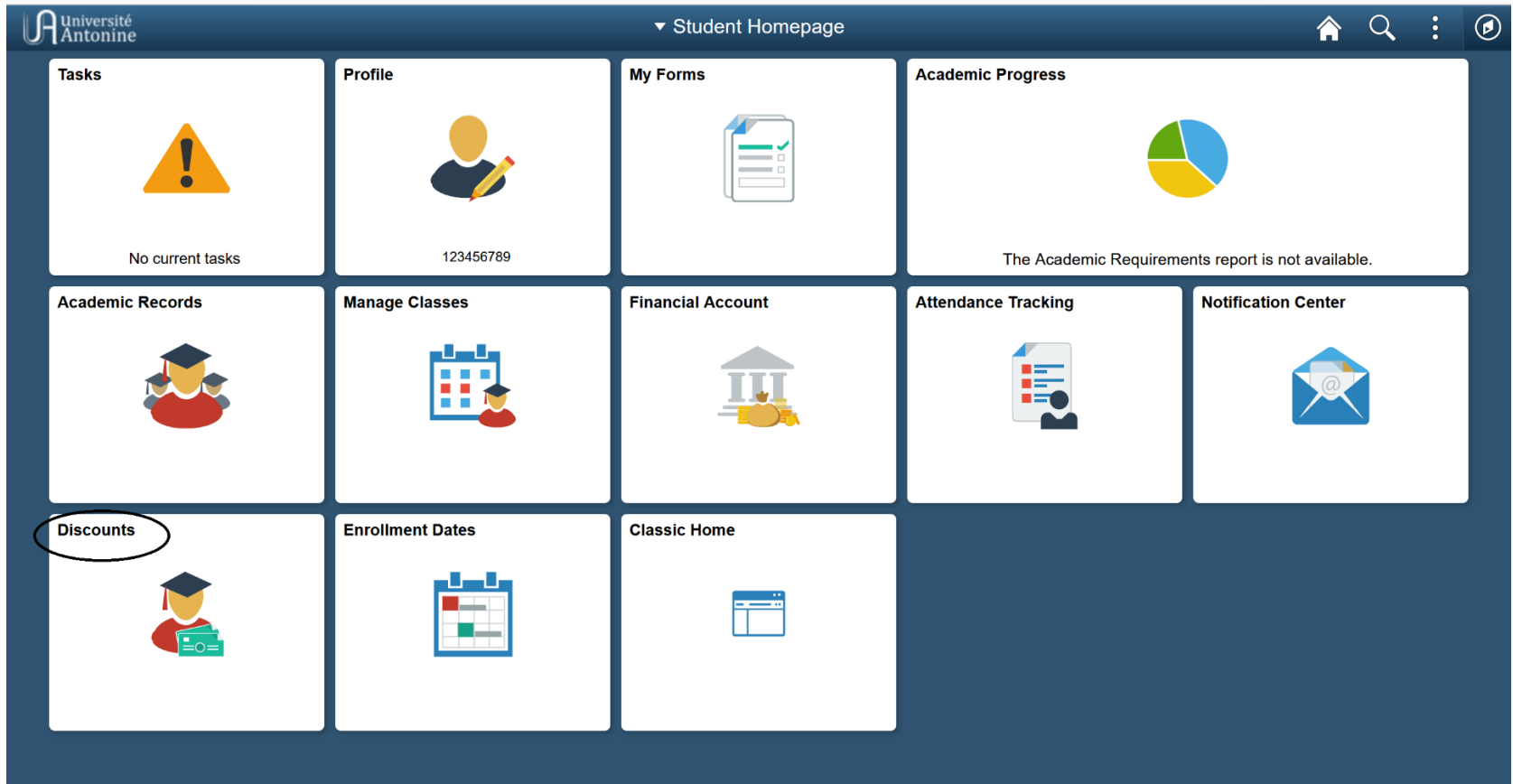
Once done and sure of all the information entered, click on SUBMIT. The status of the flow will change from “initial” to “pending approval” and the first approver will receive the form.

You can check the flow and comments of the approvers by clicking on “pending approval”.

In case of approval or refusal of the form, an email will be sent to you informing you of the action taken. You can go to my forms and check all saved or submitted forms at any time.

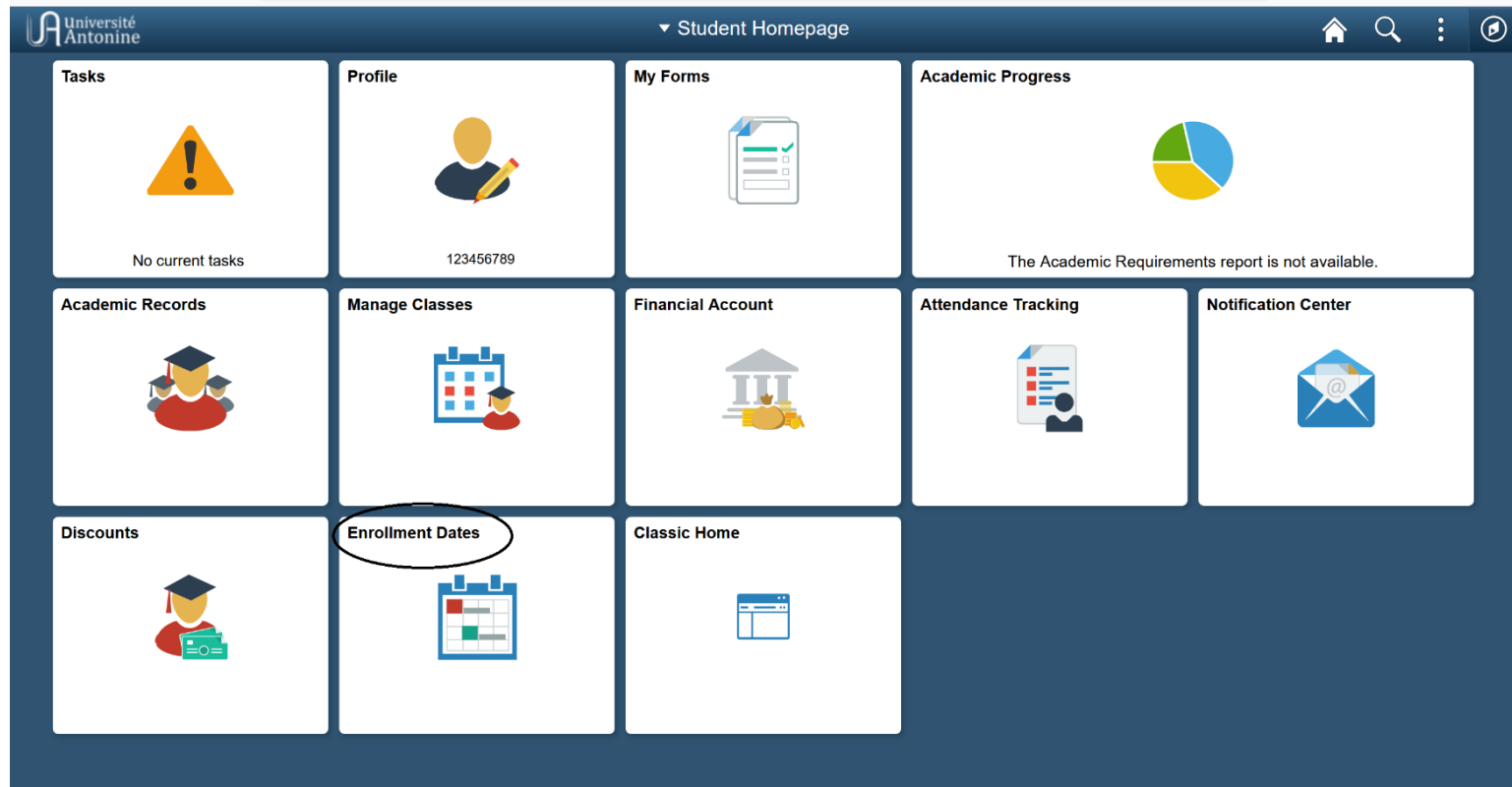
Discounts

Go to Discounts to see discounts on your tuition, if any



Enrollment Dates

You can check the date you're eligible to enroll by going to "Enrollment Dates"



Student Homepage

Enrollment dates

1 row

Semester	Academic Career	Session	Start Date	Start Time	End Date	End Time
1	2019 - 2020 Summer	Engineerin	Regular	06/24/2020	12:00PM	06/27/2020 8:00PM

Advising Notes

Go to Academic Progress → Advisors and click on “My Advising Notes”

[← Student Homepage](#)

Academic Progress

[Academic Progress Summary](#)[Academic Progress](#)[Advisors](#)

Advisors

1 row

Name	Program	Email	My Advising Notes
[Redacted Name]	Master Ingénieur Informatique	peoplesoft@ua.edu.lb	

Click on “Update Note”

[← Academic Progress](#)

Advising Notes

[Redacted Name]
[Redacted Email]

Advising Notes

Use this page to view notes for the selected student.

2 rows

View Note	Subject	Category / Subcategory	Created By / Assigned To	Institution	Status / Action Item	Created On / Last Updated	Update Note
	Enrollment Problem	Course Enrollment	[Redacted]	Université Antonine	Open	10/27/2021	
		Class Schedule	[Redacted]		None	10/28/2021	
	Enrollment dates	Course Enrollment	[Redacted]	Université Antonine	Open	10/27/2021	
		Class Schedule	[Redacted]		None	10/27/2021	

Click on the + button and write your Note than click Apply

The screenshot displays the 'Advising Notes' application interface. A modal window titled 'Add a New Note Item' is open in the center. The modal has a 'Cancel' button on the top left and an 'Apply' button on the top right. Inside the modal, there is a rich text editor toolbar with various icons for text formatting and alignment. Below the toolbar, a text input field contains the text 'Okay got it |'. The background application window shows a sidebar with a user profile, a main header with 'Advising Notes', and a 'Submit' button. The main content area is divided into sections: 'Advising Note' with fields for Institution, Category, Subcategory, and Assigned To; 'Note Items' with a table containing two rows of data; and 'Attachments' with a message 'No data exists.' and an 'Add Attachment' button. A red box highlights the '+' button in the 'Note Items' section, and another red box highlights the 'Apply' button in the modal.

Advising Notes

Advising Note

Institution Université Ant

Category Course Enroll

Subcategory Class Schedu

Assigned To

Note Items

+

Note Item Entered B

2

1

Attachments

No data exists.

Add Attachment

Submit

2 rows

↑↓

Okay got it |

Cancel

Add a New Note Item

Apply

Advising Notes

Advising Note

Institution **Universite Antonine**
Category **Course Enrollment**
Subcategory **Class Schedule**
Assigned To

Created On **10/27/2021**
Created By
Status **Open**
Subject **Enrollment Problem**

Submit

Note Items

Note Item	Entered By	Entered On	Comment
3		01/19/2022	Okay got it
		10/28/2021	
		10/27/2021	

Attachments

No data exists.

AddAttachm

3 rows

j.j,

Support

For more information, kindly contact your campus or academic unit:

Academic Unit	Tel Number	Extension
Université Antonine – Campus of Hadat-Baabda	05-92 70 00	
Université Antonine – Campus of Zahlé	08- 90 20 20/30/40	
Université Antonine – Campus of Mejdlaya	06-66 91 01/02	
Faculty of Engineering and Telecommunications	05-92 70 00	2112
Faculty of Business Administration	05-92 70 00	2202
Faculty of Information and Communications	05-92 70 00	2401
Faculty of Theological Science and Pastoral Studies	05-92 70 00	2701
Faculty of Sports Science	05-92 70 00	2501
Faculty of Music and Musicology	05-92 70 00	2051
Department of Dental Laboratory Technology	05-92 70 00	2331
Department Nursing Science	05-92 70 00	2311
Department of Physical Therapy	05-92 70 00	2321

IT Department

- **Phone Number: 05-92 70 00 ext. 1399**
 - **Email Address: peoplesoft@ua.edu.lb**
-