

# **Student Information System**

(SIS)

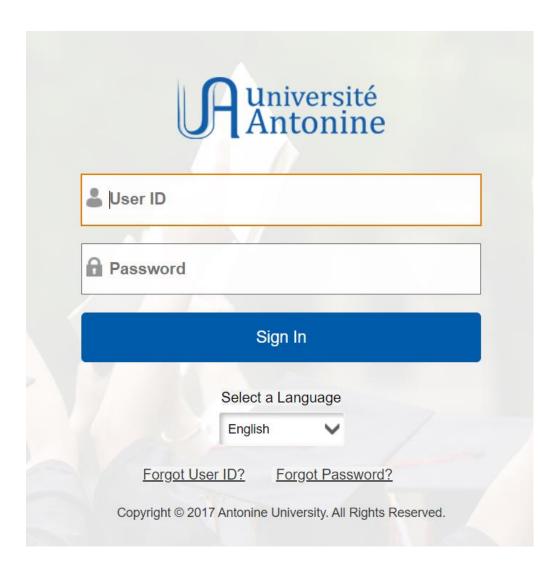
**User Guide** 

2021-2022

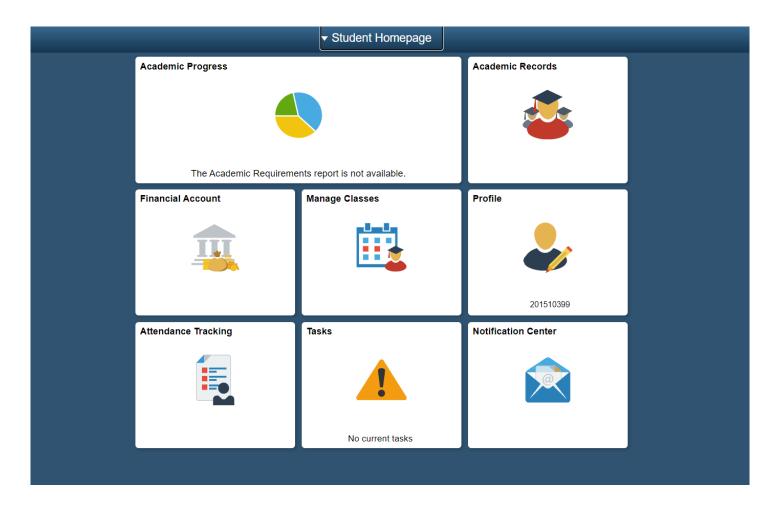
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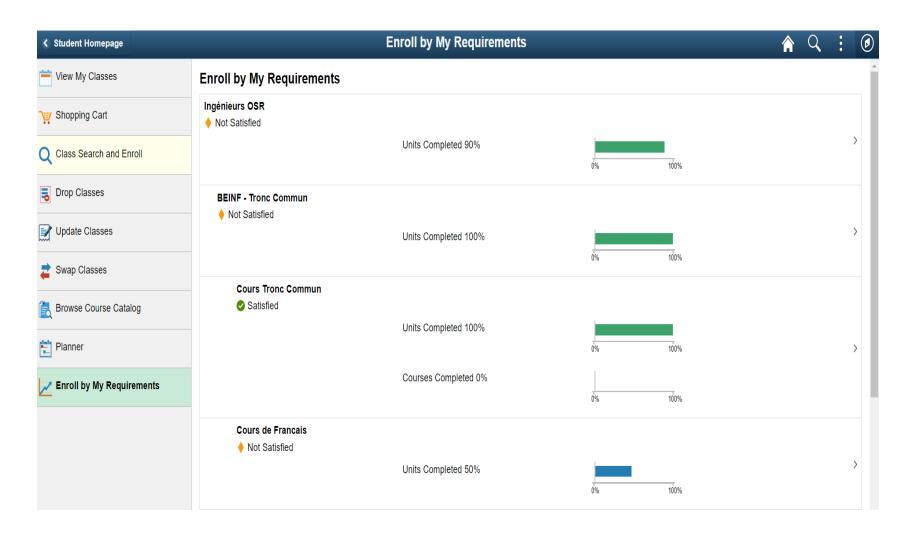
# **Login Page**



# **Student Homepage**



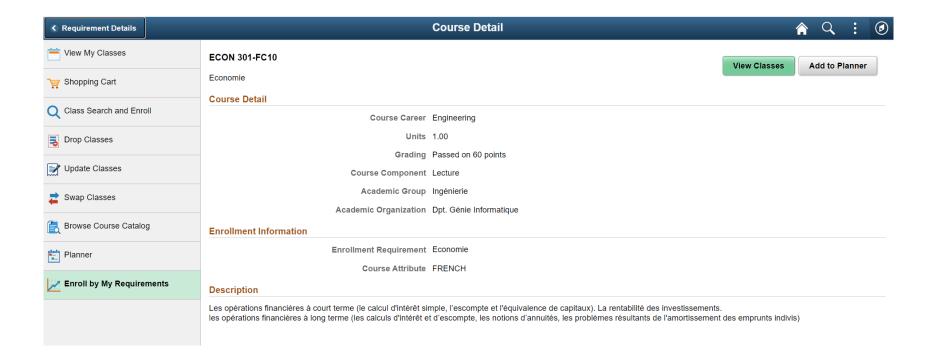
#### **Enrol By My Requirements**



Go to > Manage Classes > Enroll by My Requirements

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

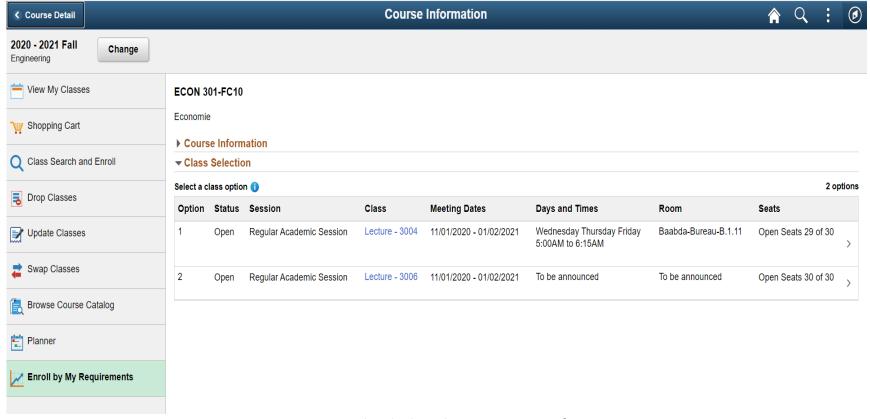
Choose a section from the sections in your Requirement



Click on the Button "View Class" to View the list of available classes



Select the term, ex. "2020 – 2021 Fall"



**Check the Class Meeting information** 

#### Check Prerequisites

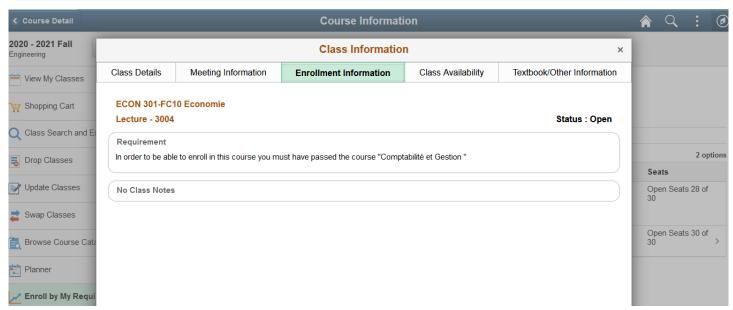
#### ECON 301-FC10

Economie

#### ▶ Course Information

#### **▼ Class Selection**

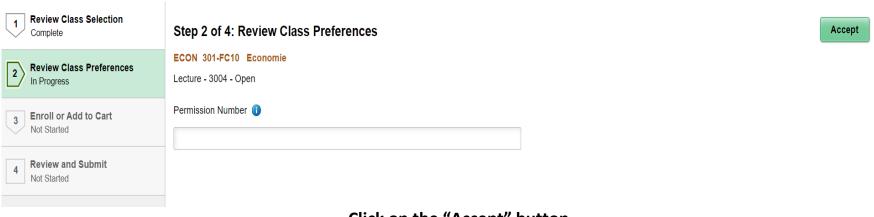




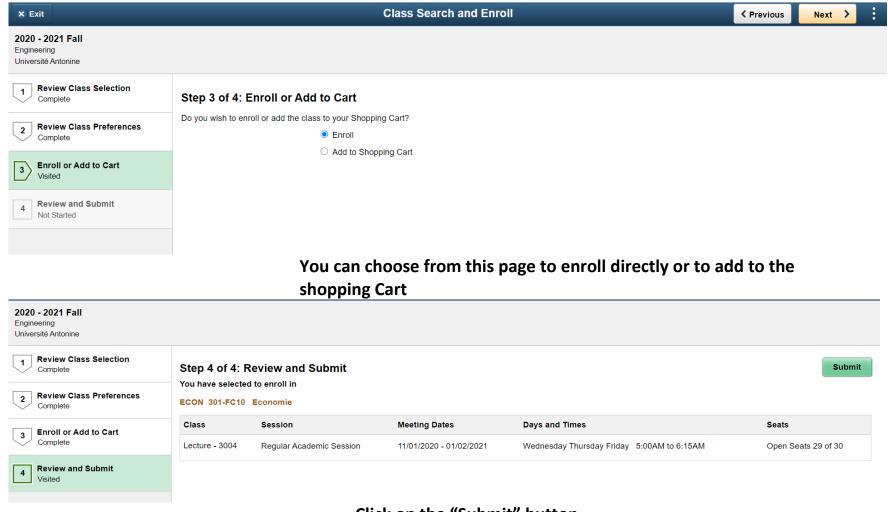
Click on the class link to check the enrollment information



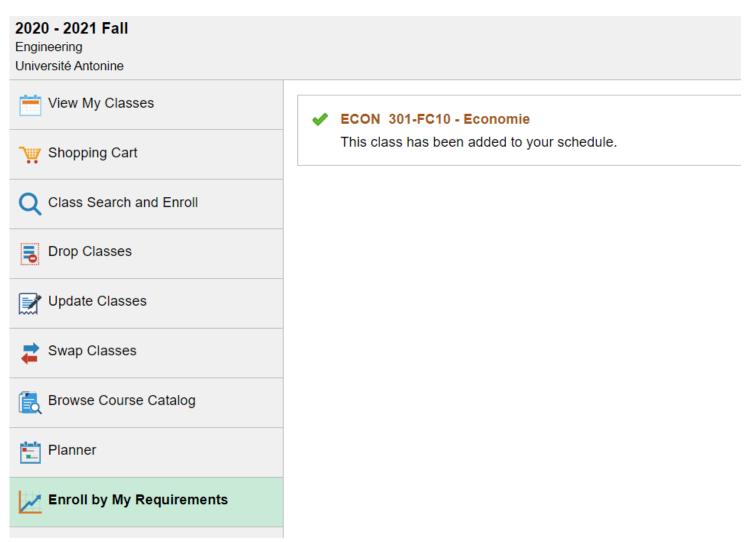
#### Click on the "Next" button



Click on the "Accept" button

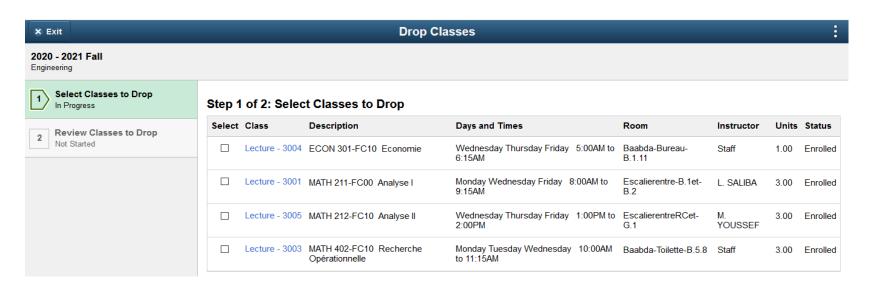


Click on the "Submit" button

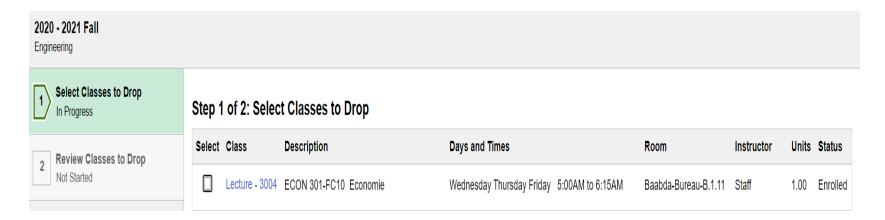


This class has been added to your schedule

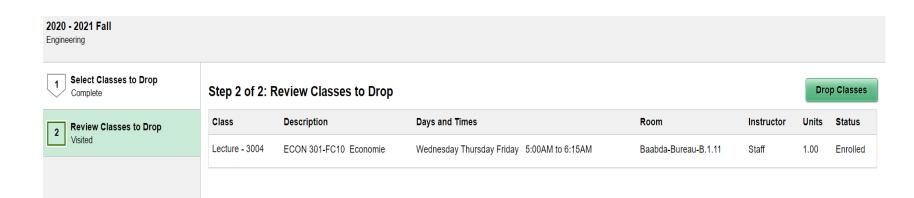
#### **Drop a Course**



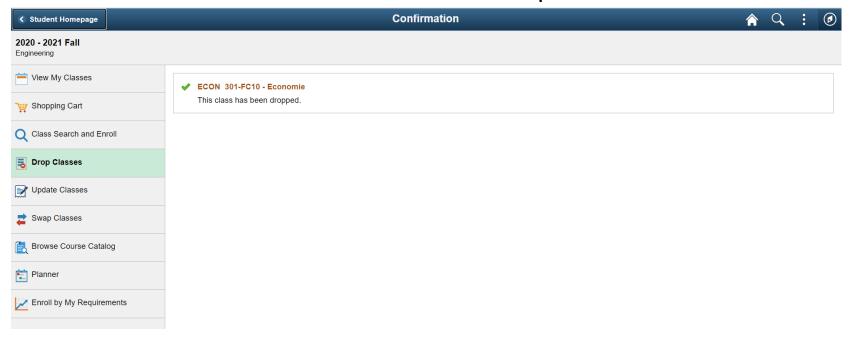
Go to > Manage Classes > Drop Classes



Select the Class that you want to drop

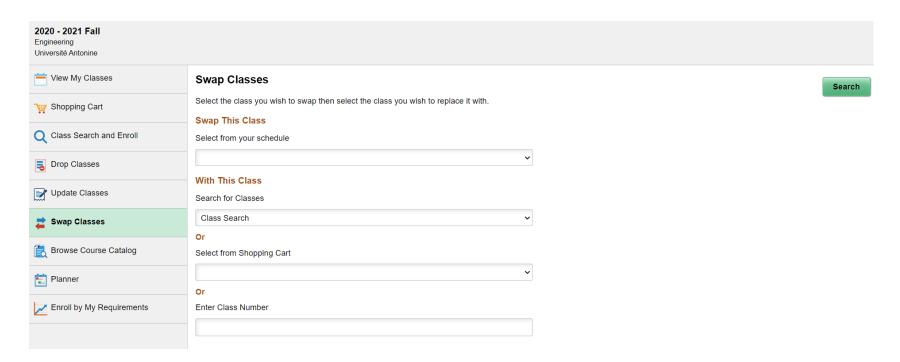


#### Click on the button "Drop Classes"

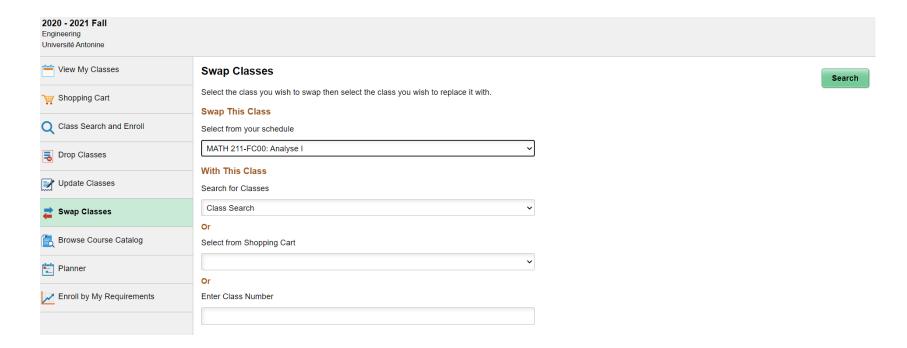


The Class Has Been Dropped

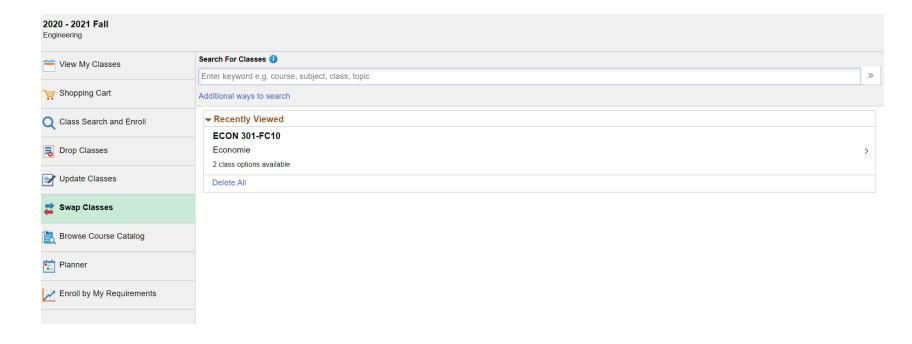
Use the Swap function when you want to replace a class from your schedule with another class



**Go to > Manage Classes > Swap Classes** 



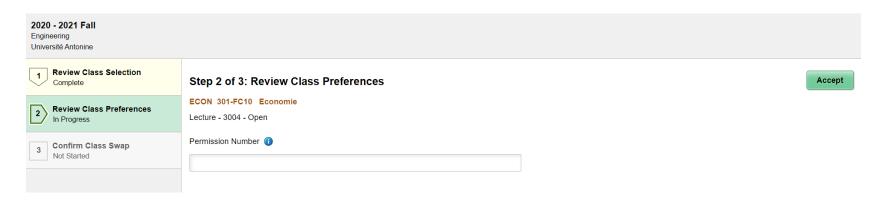
Select from your schedule than press Search



Select the course that you want to swap.



**Press Next** 

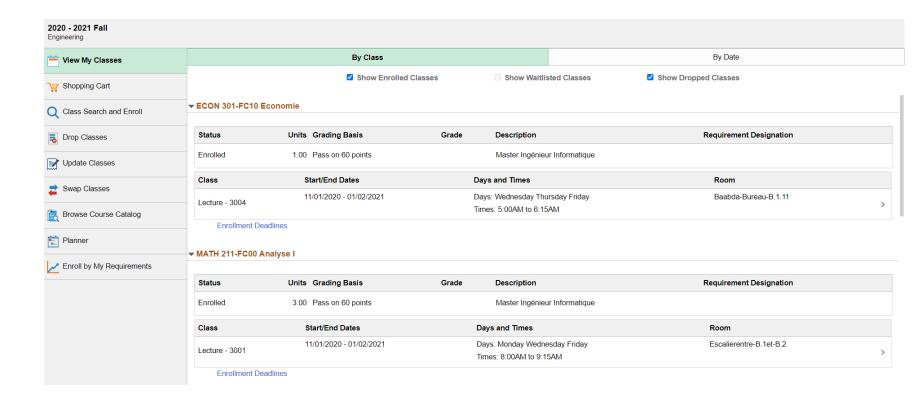


**Press Accept** 



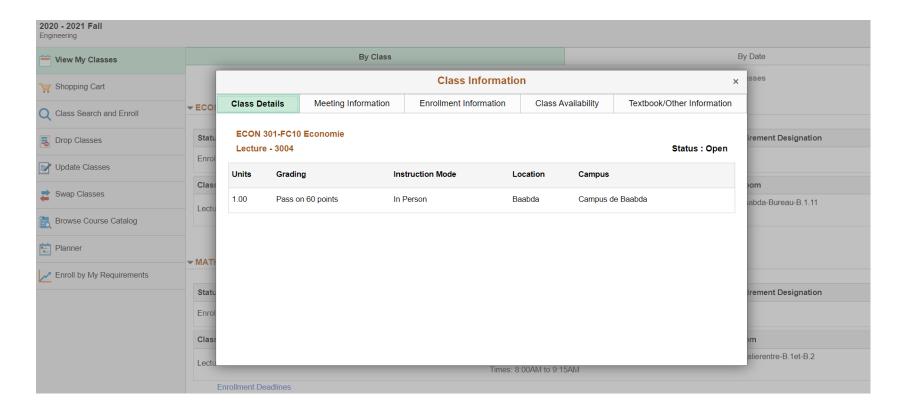
This class has been added to your schedule.

#### **View Schedule**



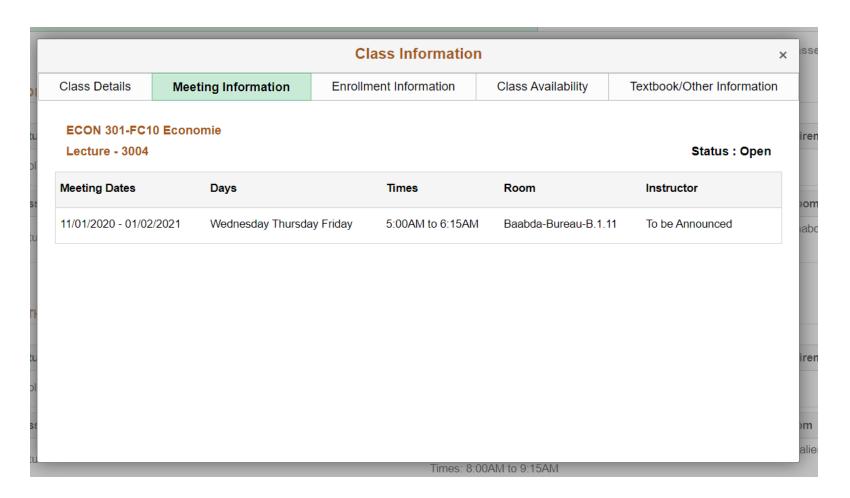
Go to > View My Classes

#### **View Schedule**



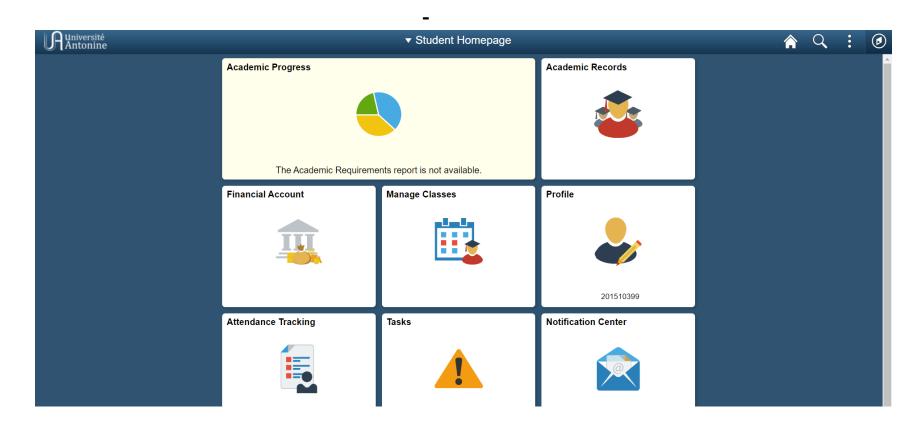
Click on the class that you want to see.

#### **View Schedule**



You can see All the Information of Your Class

#### **View Grades**



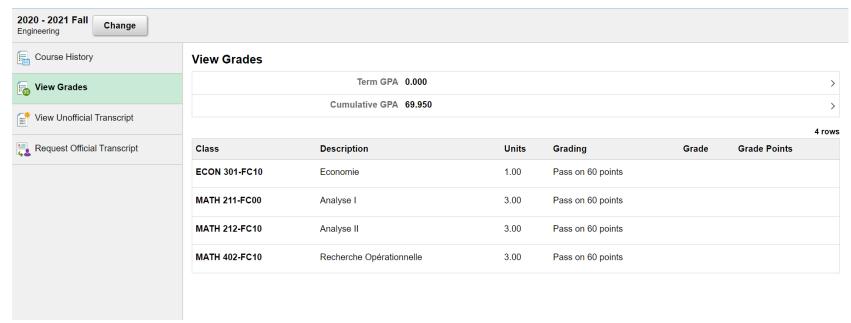
**Go to > Academic Records** 

#### **View Grades**

Select a Value **∢** Student Homepage 2020 - 2021 Fall Course History 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

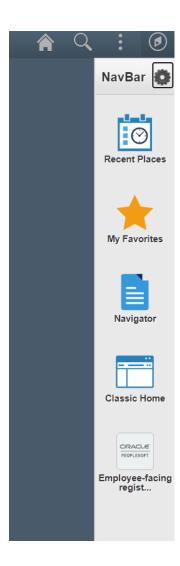
**Select Your Term ("2020-2021")** 

#### **View Grades**



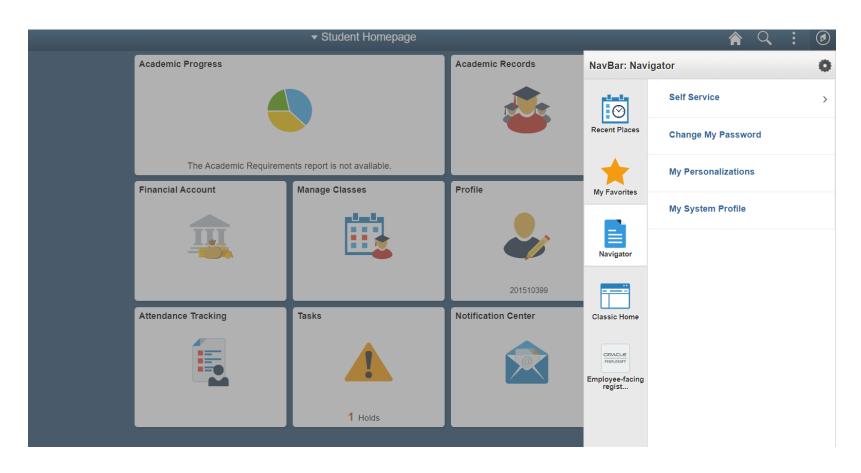
Your Grade will appear on this page

# **Change Password**



Go to > NavBar than Click on Navigator

# **Change Password**

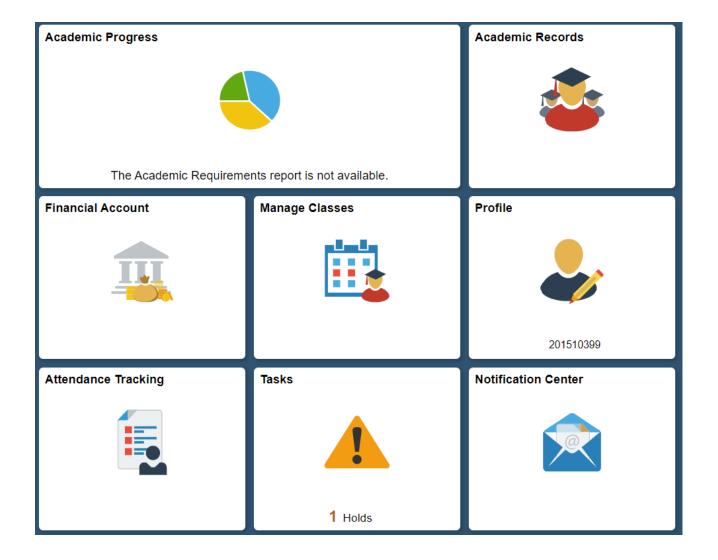


**Click on Change My Password** 

# **Change Password**

# Change Password User ID Description \*Current Password \*New Password \*Confirm Password Change Password

#### **View Holds**



Go to > Tasks

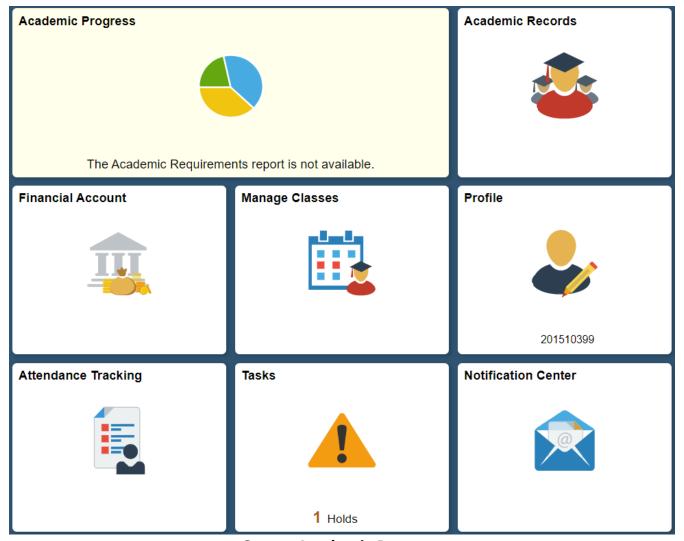
# **View Holds**



# In this example the hold is "Late Fees"

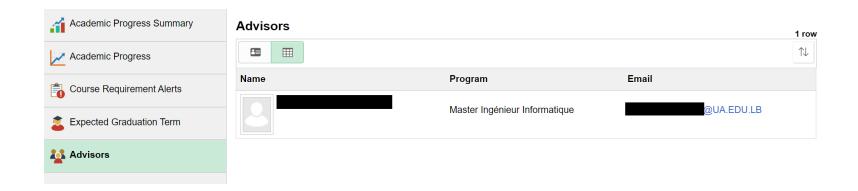
Hold	Departement in charge
Admission File Incomplete	Admission office
Attendance bloc 1	"No Impact on enrollment"
Bridging Student	"No Impact on enrollment"
C.National Social Security	Accounting office
June Fees not paid	Accounting office
Late Fees	Accounting office
Old Late Fees	Accounting office
Payments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

#### **View My Advisor**



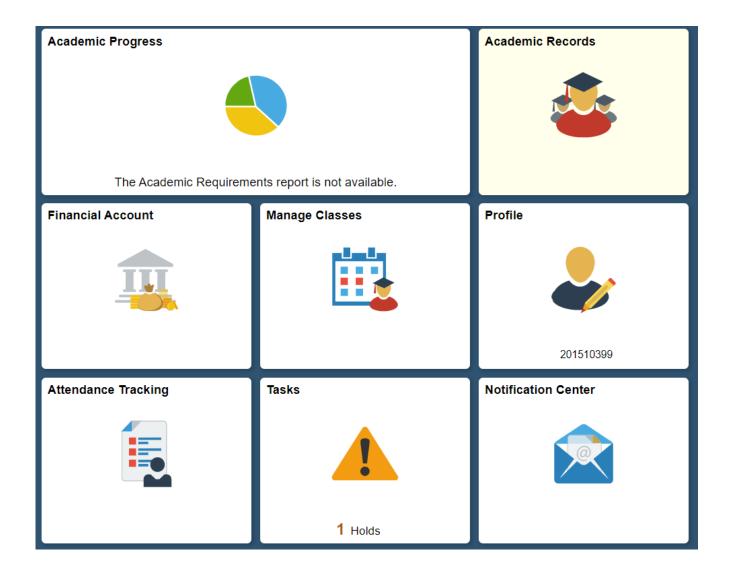
**Go to >Academic Progress** 

# **View My Advisor**



Here you can Find your Advisor Name and Email

# **View My University Email**



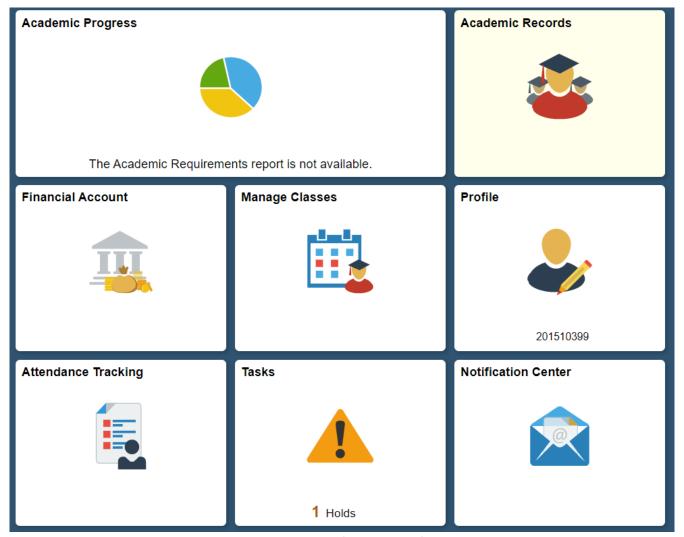
Go to > Profile

# **View My University Email**



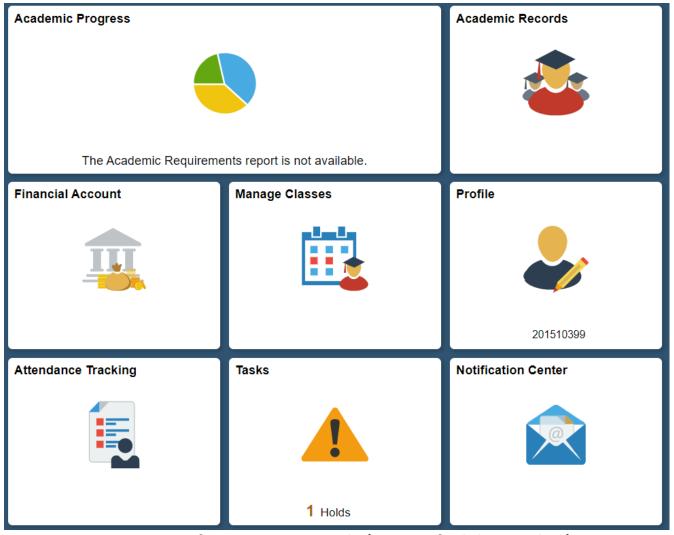
Your Email Appear here.

# **Attendance Tracking**



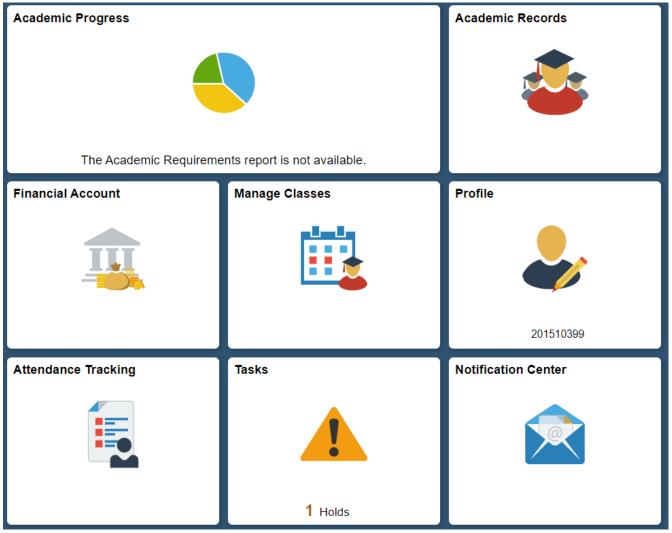
**Go to > Attendance Tracking** 

#### **Notifications**



Go to > Notification Center inside (you can find the circulars)

# **Check Charges**



**Go to > Financial Account** 

# **Check Charges**

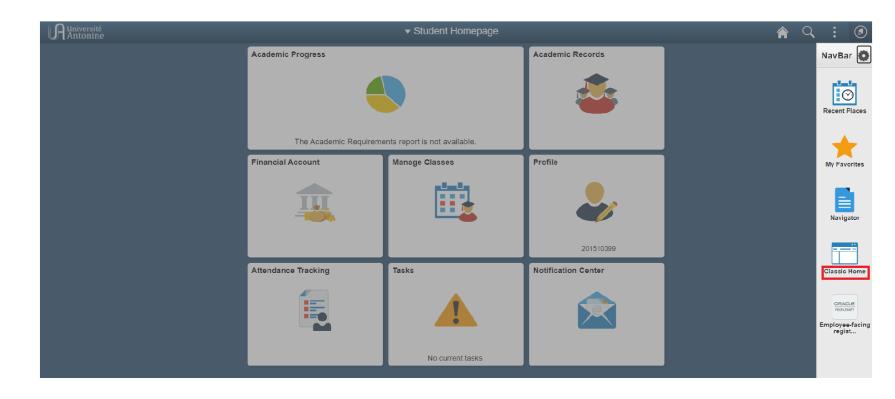


#### Go to > Account Balance



Go to > Charge Due

#### How to move from fluid to classic



Go to > NavBar and Press Classic Home

# How to move from Classic to Fluid



**Press Home Button** 

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

**Support** 

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: PeopleSoft@UA.EDU.LB