

## AA19. Registration Policy

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Title:	<b>Registration Policy</b>
Policy Number:	AA 19/ 08, 2014
Effective Date:	July 2014
Issuing Authority:	Vice President For Academic Affairs

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### RATIONALE

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The registration period is scheduled in the University Calendar. It is the responsibility of the student to follow the below procedure in registering their courses so that they graduate on time.

### POLICY

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After consulting with their academic advisors, students must register for the courses they intend to take during the registration period noted in the academic calendar, presented in this catalog, and posted on the University website: [www.rhu.edu.lb/](http://www.rhu.edu.lb/). During the registration period, academic advisors assist the students in preparing the course schedules by completing the Course Registration Forms and activating personal online CampusVue registration. Copies of the Course Registration Forms must be sent to the Registrar's Office after the drop/add period to verify students' schedules and archiving. Any course registered online by the student without prior approval of the academic advisor shall be automatically dropped.

The course schedule must comply with the following rules: the prerequisite(s) of the courses the student intends to take were completed, the courses are required by the program and are taken in the order noted in the program's study plan, failed courses are taken when first offered, and the maximum and minimum load rules are met. After completing the registration, the student must print the statement of fees and proceed to pay all applicable tuition and fees by the announced deadlines. Failure to meet financial commitments may result in dropping the class schedule.

### RELATED DOCUMENTS

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- > University policies and procedures
- > University catalogues

### 1. APPROVAL AND REVIEW

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**OFFICER RESPONSIBLE:** VP for Academic Affairs

**AUTHORITY:** University Academic Board

**POLICY REVIEWED BY:** Human Resources Department, Finance Department, Academic units, Quality Assurance Office.

**EFFECTIVE DATE:** July 15, 2018

**REVIEW DATE:** As needed

**REVISION HISTORY:** None.

**RELATED POLICIES:** All University Policies and Procedures

**FINAL APPROVAL BY THE PRESIDENT:**

**Signature:** 

**Date:** July 15, 2018