

# Online Program Registration & Tuition Fee Payment Guide

## A. Registration

Please refer to the steps below to register online:

1. Login to [Banner](#) using your LAU e-mail username (only the part before @) and password.

If you are having problems logging in, please contact the helpdesk at [helpdesk@lau.edu.lb](mailto:helpdesk@lau.edu.lb)

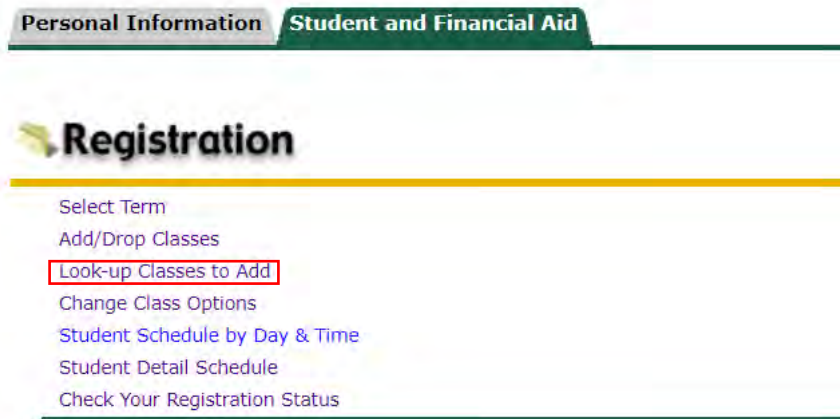
2. On the main page, click on “**Student Services & Financial Aid**” section

The screenshot shows the Banner system main page. At the top, there are navigation tabs for 'Personal Information' and 'Student and Financial Aid'. Below the tabs, there is a welcome message: 'Welcome, [Name] to the WWW Information System! Last web access on Jul 22, 2021 at 04:39 pm'. The main content area features a large blue header for 'Student Services & Financial Aid' with a red box around it. Below this header, there are three main sections: 'Personal Information' (with a description: 'View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.'), 'E-requests Application', and 'Advising' (with a description: 'Create or modify selection of courses for advising.').

3. Click on “**Registration**”

The screenshot shows the 'Student Services & Financial Aid' page. The main header is 'Student Services & Financial Aid'. Below the header, there are several links and sections: 'Advising' (with a description: 'Create or modify selection of courses for advising.'), 'Registration' (with a description: 'Important: Undergraduate students are not permitted to register for courses which they have previously completed with a grade higher than "C-". Important: Check for Campus before registering your courses. Cmp1 = Beirut Campus and Cmp2 = Byblos Campus.'), 'Student Records' (with a description: 'View your holds; Display your grades and transcripts; Review charges and payments.'), 'Student Account' (with a description: 'View your account summaries.'), 'Banner Flex Registration Catalogs' (with a description: 'Banner Flex Registration Catalogs'), and 'Pharmacy Portfolio' (with a description: 'Maintain your portfolio (for 3rd year Pharmacy students)'). The 'Registration' link is highlighted with a red box.

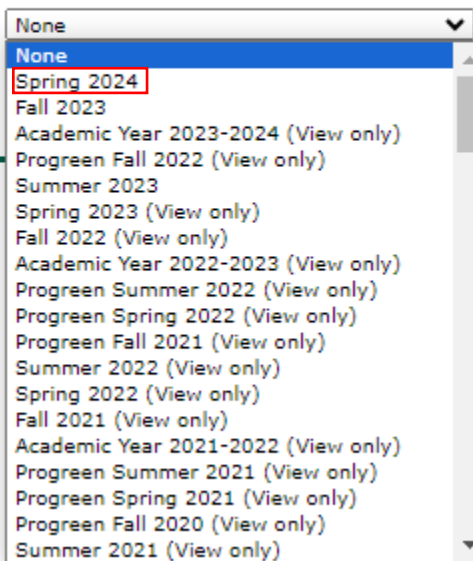
- Click on “**Look-up Classes to Add**”.



- When prompted to select the term, select “**the correct term**”

### Select Term or Date Range

#### Search by Term:



- Click on “**Advanced Search**” located at the bottom (*no need to select a Subject at this stage*)

- Subject:**
- Accounting
  - Applied & Computational Math
  - Arabic Studies
  - Architecture
  - Astronomy
  - Banking & Finance
  - Biochemistry
  - Bioinformatics
  - Biology
  - Business

Course Search

Advanced Search



7. To filter the courses offered for your program, use the below criteria:

a. Under **Subject**

- i. **MS in Computer Science** students will select “Computer Science”
- ii. **Global MBA** students may select “Accounting”, “Marketing”, “Business Data Analytics”, or “Quantitative Business Analysis” depending on the course they want to register.
- iii. **MBA in Business Analytics** students may select “Accounting”, “Marketing”, “Business Data Analytics”, or “Quantitative Business Analysis” depending on the course they want to register.
- iv. **MS in International Construction Management** will select “*International Construction Mgt*”
- v. **MS in Applied Artificial Intelligence** will select “*App. Artificial Intelligence*”

b. Under **Campus** make sure to select “**Online**” (*you may need to use the campus toolbar to scroll down to find the “Online” value as it is located at the bottom*)

c. No need to use another filter. Keep the remaining values as “All”

d. Click on “**Section Search**” (*please check screenshot next page*)

Subject:   
Chemistry  
Chinese  
Civil Engineering  
Communication  
Computer Engineering  
**Computer Science**  
Conflict Analysis & Resolution  
Cultural Studies  
Economics  
Education

OR

Subject:   
Philosophy  
Photography  
Physical Education  
Physics  
Political Science  
Portuguese  
Psychology  
**Quantitative Business Analysis**  
Russian  
Social Work  
Sociology

Course Number:

Title:

Schedule Type:   
Internship  
Lab

Credit Range:  hours to  hours

Campus:   
Byblos  
**Online**

Course Level:   
Graduate  
Professional

Part of Term:  
Non-date based courses only

Instructor:   
Abbas, Nadine Fawaz  
Abbouchi, Mounawar Mohamad Jihad

Attribute Type:   
Arabic Requirement  
Arabic Substitute

Start Time: Hour  Minute  am/pm

End Time: Hour  Minute  am/pm

Days:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**Section Search**

Reset

8. To register for the course, select the checkbox beside it and click on “Register”

**Sections Found**

**Computer Science**

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	V
<input checked="" type="checkbox"/>	18131	CSC	6110	0	0	3.000	Design&Analysis of Algorithms	TBA		10	0	10	0

9. In case you missed one of the criteria above and you want to change your search criteria, click on “New Search” and repeat the above steps.

**Important:** Online graduate courses will usually have the letter “O” beside the course number e.g. CSC611O and OBQ852O and will have the **Cmp** value as “O”

10. If you have registered another course by mistake or wish to drop the course you aimed to register, you can drop the course by:
- Repeating the above steps under Registration till Step # 3
  - Under “Registration”, click on “Add/Drop Classes”
  - Select “Web Drop/Delete” beside course from the action drop down list
  - Click on “Submit Changes”

#### Current Schedule

Status	Action	CRN	Subj
Web Registration on Jul 22, 2021	<input type="button" value="Web Drop/Delete"/> <input type="button" value="None"/> <input type="button" value="Web Drop/Delete"/>	18130	CSC

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 12.000  
Date: Jul 22, 2021 05:59 pm

#### Add Classes Worksheet

**CRNs**

## B. Tuition Payment

*The payment window open and close date will be emailed to you* Please refer to the steps below to pay your tuition fees:

1. Login to [Banner](#) using your LAU email credentials (same credentials you used to login to your admissions portal)
2. On the main page, click on “**Student Services & Financial Aid**” section

The screenshot shows the Banner system navigation bar with tabs for "Personal Information" and "Student and Financial Aid". Below the navigation bar, there is a welcome message and a main menu with the following items:

- Student Services & Financial Aid** (highlighted with a red box): Apply for Admission, Register and View your academic records.
- Personal Information: View or update your address(es), phone number(s), e-mail address(es), emergency contact information, & marital status; View name change & social security number change information; Change your PIN; Customize your directory profile.
- E-requests Application

3. Click on “**Student Account**”

The screenshot shows the Banner system main menu with the following items:

- Student Services & Financial Aid** (highlighted with a red box)
- Advising: Create or modify selection of courses for advising.
- Registration: **Important:** Undergraduate students are not permitted to register for courses which they have previously completed with a grade higher than "C-". **Important:** Check for Campus before registering your courses. **Cmp1** = Beirut Campus and **Cmp2** = Byblos Campus.
- Student Records: View your holds; Display your grades and transcripts; Review charges and payments.
- Student Account** (highlighted with a red box): View your account summaries.
- Banner Flex Registration Catalogs: Banner Flex Registration Catalogs
- Pharmacy Portfolio: Maintain your portfolio (for 3rd year Pharmacy students).

4. Click on “**Account Detail for Term**”

Student Account

**Account Detail for Term**

- The detailed transactions on your account will be displayed. To proceed with the payment, click **“Pay Now”**

Review detail transactions on your account, including current and future balance totals for the selected term and other terms.

**202210 Fall 2021 Term Detail**

Detail Code	Description	Charge	Payment	Balance	Pay Now
1GTO	GR Tui. Fall Computer Online	\$1,500.00			
<b>Account Balance:</b>				\$1,500.00	

[Pay Now](#)

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[\[ Select Another Term \]](#)

- The payment amount will be displayed. Click on **“Click here to pay”**

### Credit Card Payment

\* indicates required field

**Payment Amount:\*** \$1,500.00

[Click here to pay](#)

- Fill in the Payment and Billing Information section. Click **“Pay Now”** to proceed with your payment

LEBANESE AMERICAN UNIVERSITY Online Payment  
MS in Computer Science-Online Program


**Order Information** \* Required Fields

Invoice Number: 200901160/202210

Description: LAU - MS in Computer Science-Online Tuition Fees

**Total: \$1500.00 (USD)**

**Payment Information**



Card Number:  (enter number without spaces or dashes)

Expiration Date:  (mm/yy)

**Billing Information**

Customer ID: 200901160

First Name:  Last Name:

Company:

Address:

City:

State/Province:  Zip/Postal Code:

Country:

Email:

Phone:

Fax:

Thank you.

[Pay Now](#)

- A payment confirmation message will appear indicating that the amount that has been paid:



## Thank you for your order!

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You may print this receipt page for your records.

### Order Information

**Merchant:**

Description: LAU - MS in Computer Science-Online Tuition Fees

Date/Time: 23-Jul-2021 1:46:30 PDT Invoice Number: 200901160/202210

Customer ID:

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### Billing Information

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**Total: \$1500.00 (USD)**

### Visa \*\*\*\*1111

Date/Time: 23-Jul-2021 1:46:30 PDT

Transaction ID: 0

Auth Code: 000000

Payment Method: Visa \*\*\*\*1111

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Thank you! Looking forward to having you with us at the MS in Computer Science-Online Program!