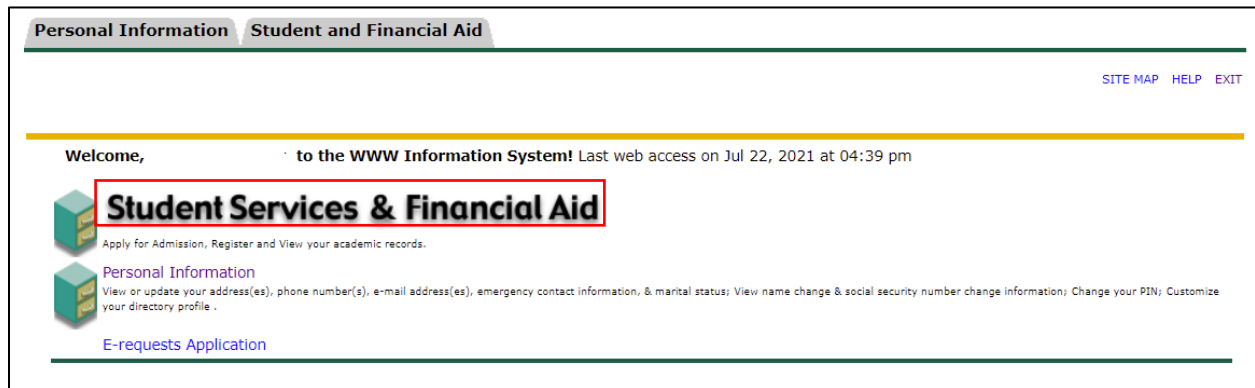


Online Program Registration & Tuition Fee Payment Guide

Registration

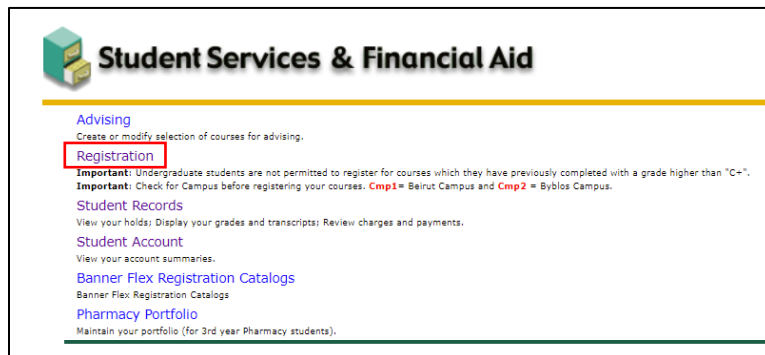
Please refer to the steps below to register online:

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



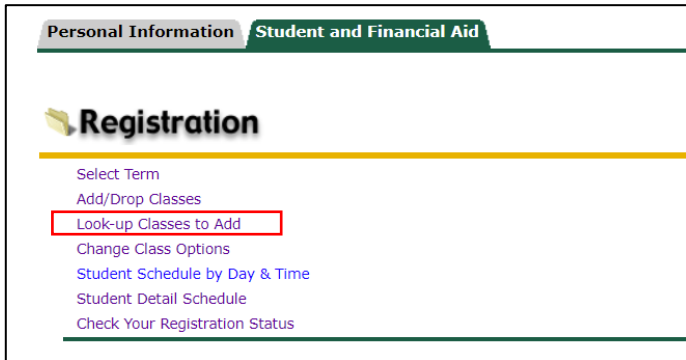
The screenshot shows the Banner system main page. At the top, there are tabs for 'Personal Information' and 'Student and Financial Aid'. Below the tabs, there is a navigation bar with links for 'SITE MAP', 'HELP', and 'EXIT'. A yellow horizontal line separates the header from the main content. The main content area starts with a welcome message: 'Welcome, [Name] to the WWW Information System! Last web access on Jul 22, 2021 at 04:39 pm'. Below this, there is a large blue box with the text 'Student Services & Financial Aid' and a red box around it. Underneath, there are several links: 'Apply for Admission, Register and View your academic records.', 'Personal Information' (with a sub-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.'), and 'E-requests Application'.

3. Click on “**Registration**”:

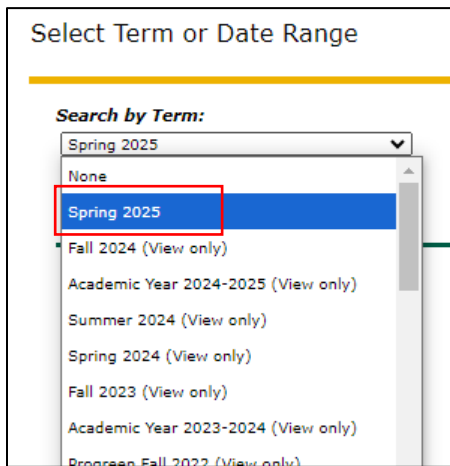


The screenshot shows the 'Student Services & Financial Aid' page. At the top, there is a blue box with the text 'Student Services & Financial Aid'. Below this, there is a yellow horizontal line. The main content area contains several links: 'Advising' (with a sub-description: 'Create or modify selection of courses for advising.'), 'Registration' (highlighted with a red box), '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 sub-description: 'View your holds; Display your grades and transcripts; Review charges and payments.'), 'Student Account' (with a sub-description: 'View your account summaries.'), 'Banner Flex Registration Catalogs', 'Pharmacy Portfolio' (with a sub-description: 'Maintain your portfolio (for 3rd year Pharmacy students).'), and 'E-requests Application'.

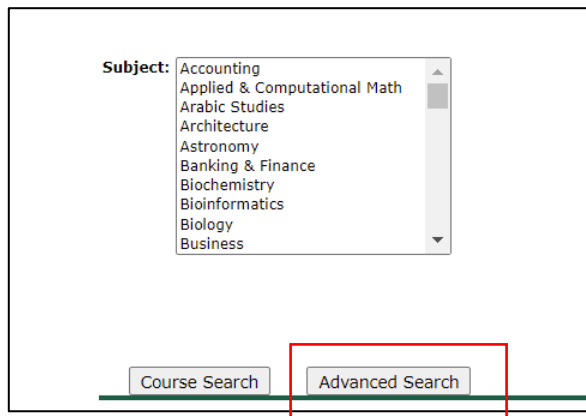
4. Click on “**Look-up Classes to Add**”:



5. When prompted to select the term, select the term you want to register for:



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



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

a. Under **Subject**

- i. **MS in Computer Science/AI & Data Science Certificate/Cybersecurity Certificate** students will select “Computer Science”
- ii. **Global MBA/MBA in Business Analytics** students may select “Accounting”, “Banking & Finance”, “Business Data Analytics”, “Economics”, “Hospitality Management “, “Management”, “Marketing”, or “Quantitative Business Analysis” depending on the course they want to register.
- iii. **MS in International Construction Management** will select “International Construction Mgt”.
- iv. **MS in Applied Artificial Intelligence/Fundamentals of Applied AI Certificate** will select “App. Artificial Intelligence” .
- v. **MBA in Healthcare Management** may select “Healthcare Management”, “Marketing”, “Business Data Analytics”, “Economics”, or “Banking & Finance” depending on the course they want to register.
- vi. **MS in Cybersecurity** students may select “Computer Science”, “Cybersecurity”, or “Data Science“ depending on the course they want to register.
- vii. **MS in Data Science** students may select “App. Artificial Intelligence”, “Data Science, or “Computer Science” depending on the course they want to register.

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

OR

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

Course Number:

Title:

Schedule Type: All
Internship
Lab

Credit Range: hours to hours

Campus: Beirut
Byblos
Online

Course Level: All
Graduate
Professional

Part of Term:
Non-date based courses only

Instructor: All
Abbas, Nadine Fawaz
Abbouchi, Mounawar Mohamad Jihad

Attribute Type: All
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

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

Register

- 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”

- 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	Web Drop/Delete ▼	18130	CSC 6

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

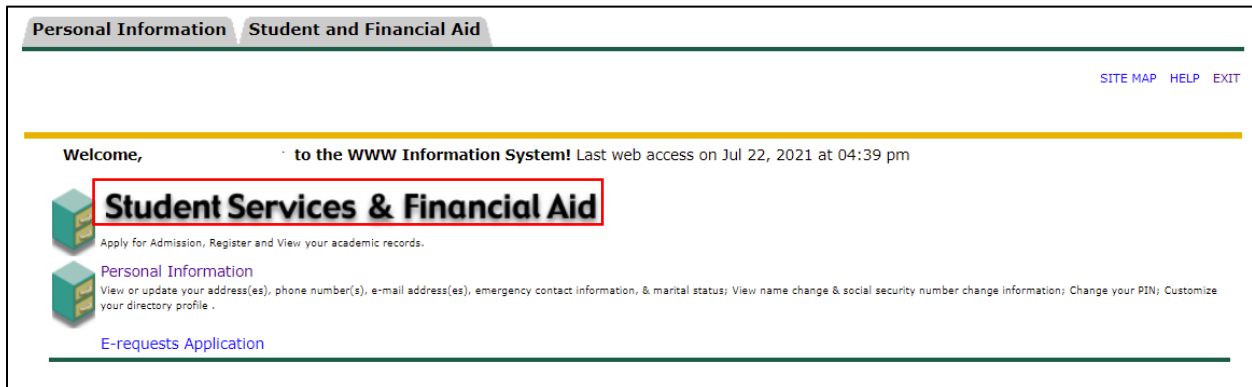
CRNs

Tuition Payment

You are able to pay your tuition fees via either: A. (Online via credit card) or B. (Cash Payment in Lebanon)

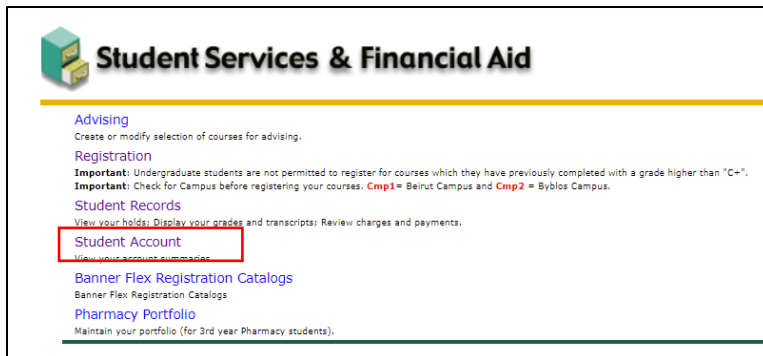
A. Online via credit card:

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:



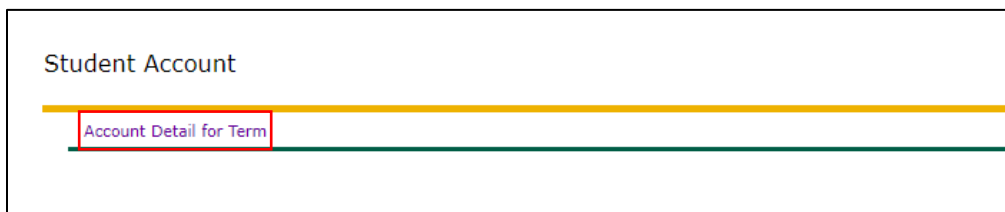
The screenshot shows the Banner Student Services & Financial Aid main page. At the top, there are tabs for "Personal Information" and "Student and Financial Aid". In the top right corner, there are links for "SITE MAP", "HELP", and "EXIT". Below the navigation, a welcome message reads: "Welcome, [redacted] to the WWW Information System! Last web access on Jul 22, 2021 at 04:39 pm". The main heading is "Student Services & Financial Aid" with a red box around it. Below the heading, there are several menu items: "Apply for Admission, Register and View your academic records.", "Personal Information" (with a sub-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."), and "E-requests Application".

3. Click on “**Student Account**”:



The screenshot shows the Banner Student Services & Financial Aid menu. The heading "Student Services & Financial Aid" is at the top. Below it, there are several menu items: "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" (View your account summaries.) which is highlighted with a red box, "Banner Flex Registration Catalogs", "Pharmacy Portfolio" (Maintain your portfolio (for 3rd year Pharmacy students).), and "Banner Flex Registration Catalogs".

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



The screenshot shows the Banner Student Account menu. The heading "Student Account" is at the top. Below it, there is a menu item "Account Detail for Term" which is highlighted with a red box.

- 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			

Account Balance: \$1,500.00

Pay Now

[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

Description: LAU - MS in Computer Science-Online Tuition Fees Invoice Number: 200901160/202210

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

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

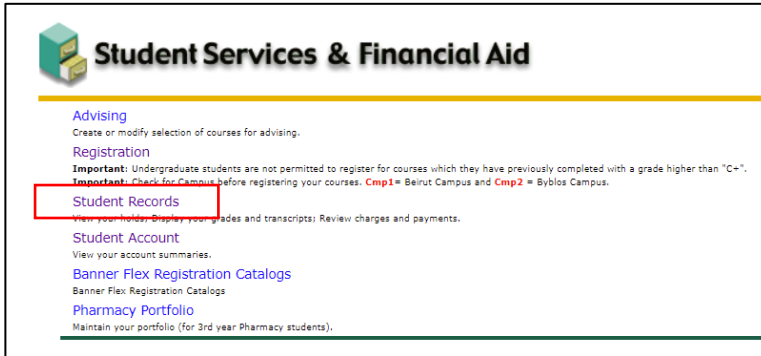
Thank you for your order!			
You may print this receipt page for your records.			
Order Information			
Merchant:			
Description:	LAU - MS in Computer Science-Online Tuition Fees		
Date/Time:	23-Jul-2021 1:46:30 PDT	Invoice Number:	200901160/202210
Customer ID:			
Billing Information			
			Total: \$1500.00 (USD)
Visa ****1111			
Date/Time:	23-Jul-2021 1:46:30 PDT		
Transaction ID:	0		
Auth Code:	000000		
Payment Method:	Visa ****1111		
Thank you! Looking forward to having you with us at the MS in Computer Science-Online Program!			

B. Cash payment in Lebanon:

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:

Personal Information	Student and Financial Aid
SITE MAP HELP EXIT	
Welcome, to the WWW Information System! Last web access on Jul 22, 2021 at 04:39 pm	
 Student Services & Financial Aid	
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 Records**”:



Student Services & Financial Aid

[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.

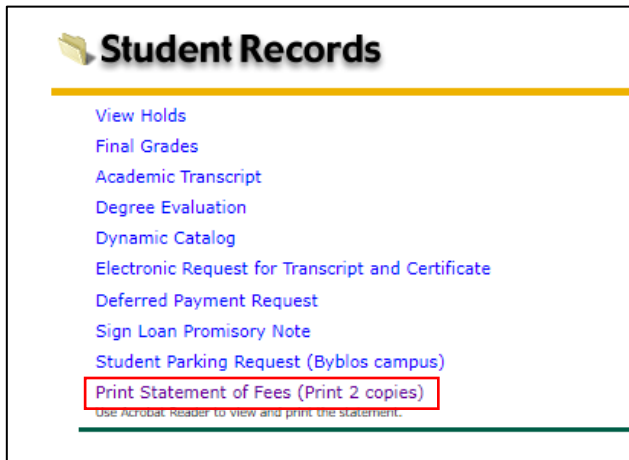
Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

[Student Account](#)
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 “**Print statement of fees**”:



Student Records

[View Holds](#)

[Final Grades](#)

[Academic Transcript](#)

[Degree Evaluation](#)

[Dynamic Catalog](#)

[Electronic Request for Transcript and Certificate](#)

[Deferred Payment Request](#)

[Sign Loan Promisory Note](#)

[Student Parking Request \(Byblos campus\)](#)

Print Statement of Fees (Print 2 copies)
Use Acrobat Reader to view and print the statement.

5. Print your statement of fees and pay at one of the following:

- i. Bank of Beirut
- ii. Blom Bank
- iii. Byblos Bank
- iv. Credit Libanais
- v. Audi Bank
- vi. OMT
- vii. BOB Finance