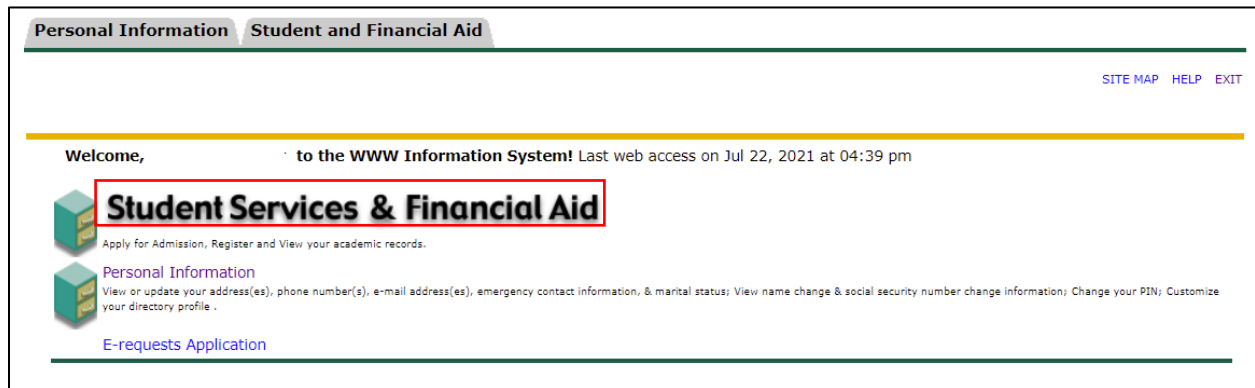# Online Program Registration & Tuition Fee Payment Guide
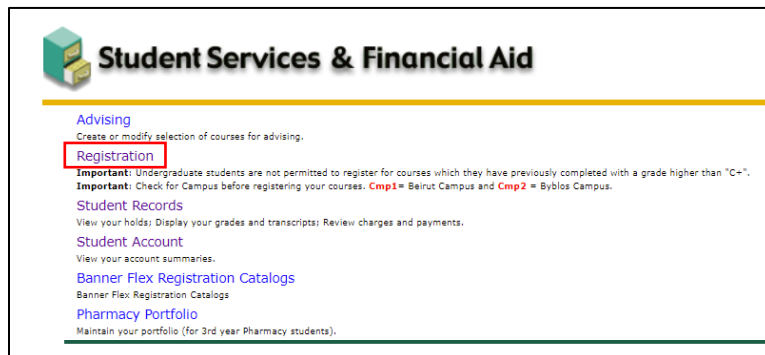
Registration

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:
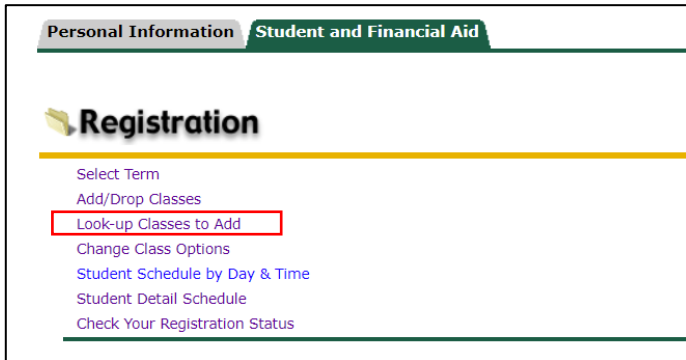

3. Click on "**Registration**":

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"

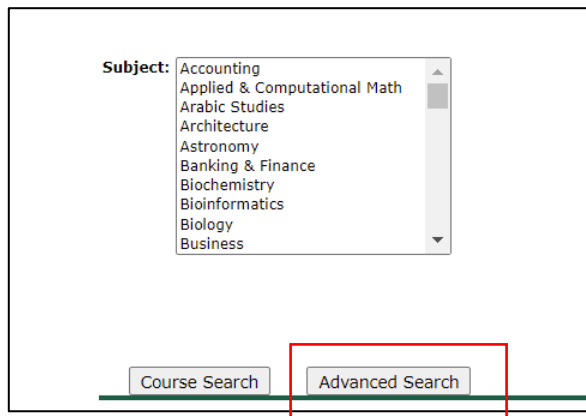   ii. **Global MBA/MBA in Business Analytics** students may select "Accounting", "Banking & Finance", "Business Data Analytics", "Economics", "Hospitality Management ", "Management", "Marketing", or "Quantitative Business Analysis" depending on the course they want to register.

        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)*

8. To register for the course, select the checkbox beside it and click on "**Register**":

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:
    a. Repeating the above steps under Registration till Step # 3
    b. Under "Registration", click on "**Add/Drop Classes**"
    c. Select "**Web Drop/Delete**" beside course from the action drop down list
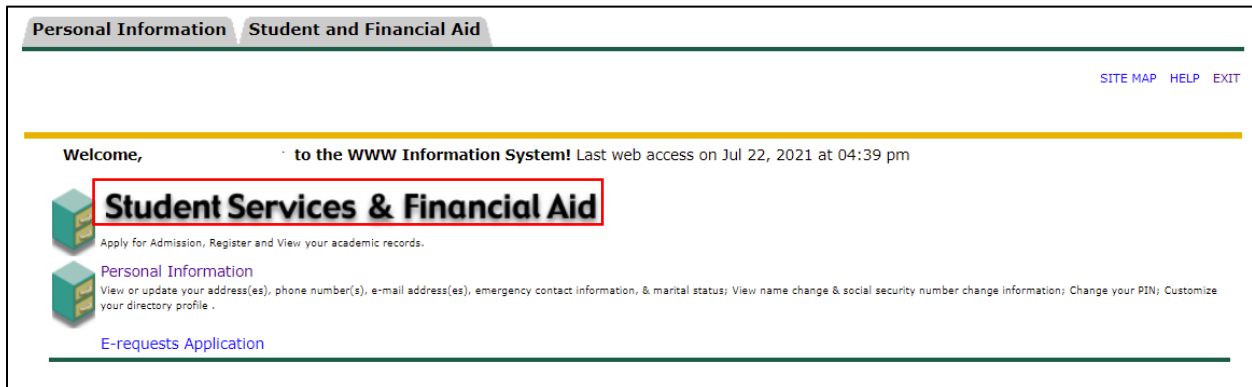   d. Click on "**Submit Changes**"

Tuition Payment

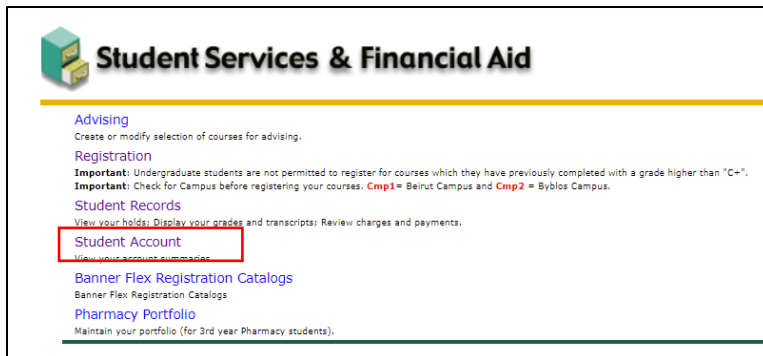You are able to pay your tuition fees via either: A. (Online via credit card) or B. (Cash Payment in Lebanon)

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:
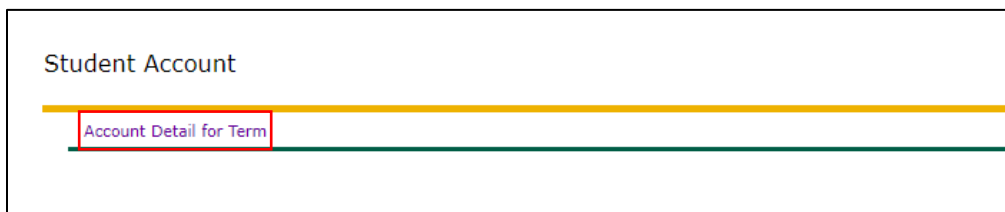
Personal Information	Student and Financial Aid	

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 Account**":

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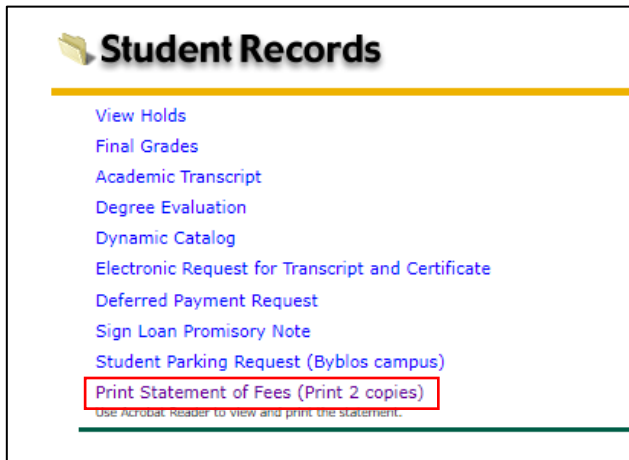
Student Records
View your holds; Display your grades and transcripts; Review charges and payments.

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 "**Account Detail for Term**":

Student Account

Account Detail for Term

5. The detailed transcactions on your account will be displayed. To proceed with the payment, click "**Pay Now**":

6. The payment amount will be displayed. Click on "**Click here to pay**":

7. Fill in the Payment and Billing Information section. Click "Pay Now" to proceed with your payment:

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**":

4. Click on "**Print statement of fees**":

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