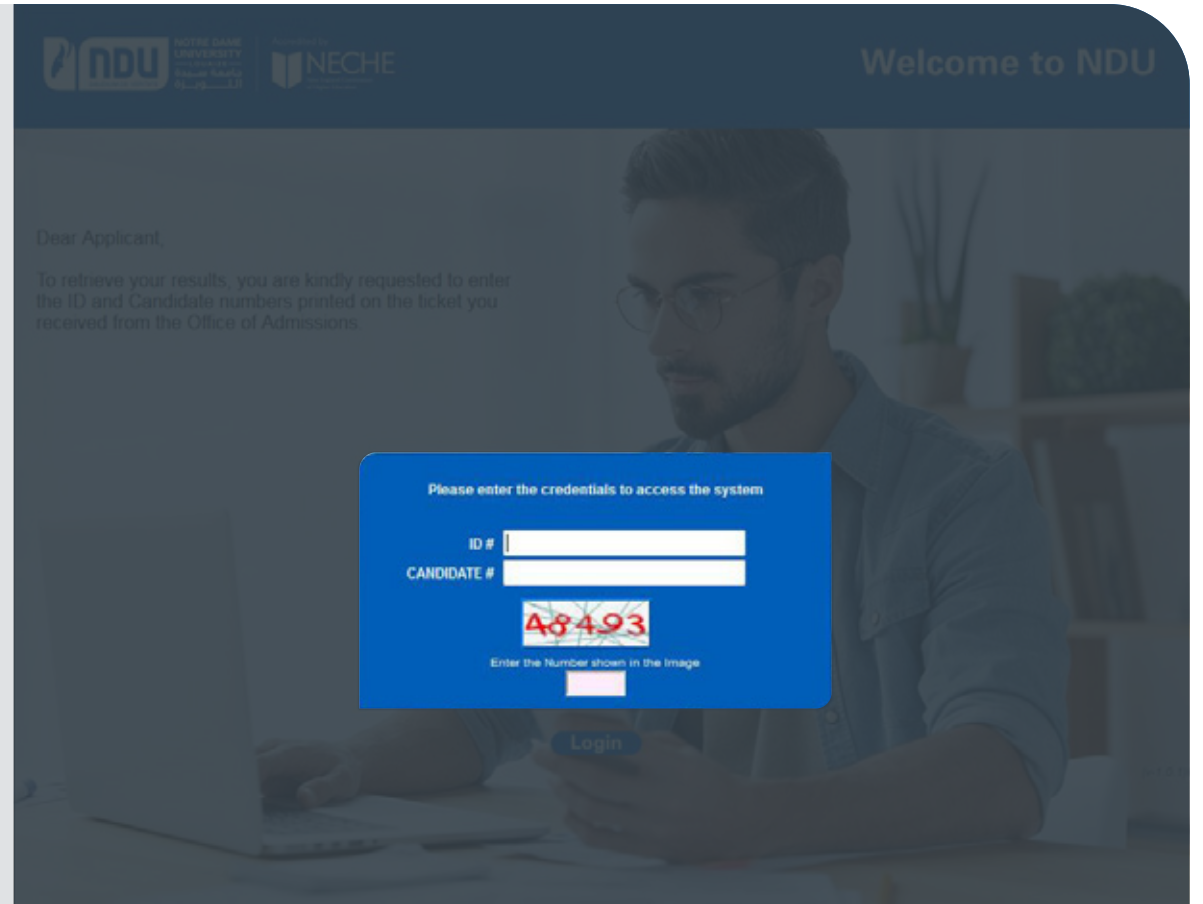


STUDENT INFORMATION SYSTEM (SIS) REGISTRATION GUIDELINES

New Students: How to retrieve your SIS credentials?

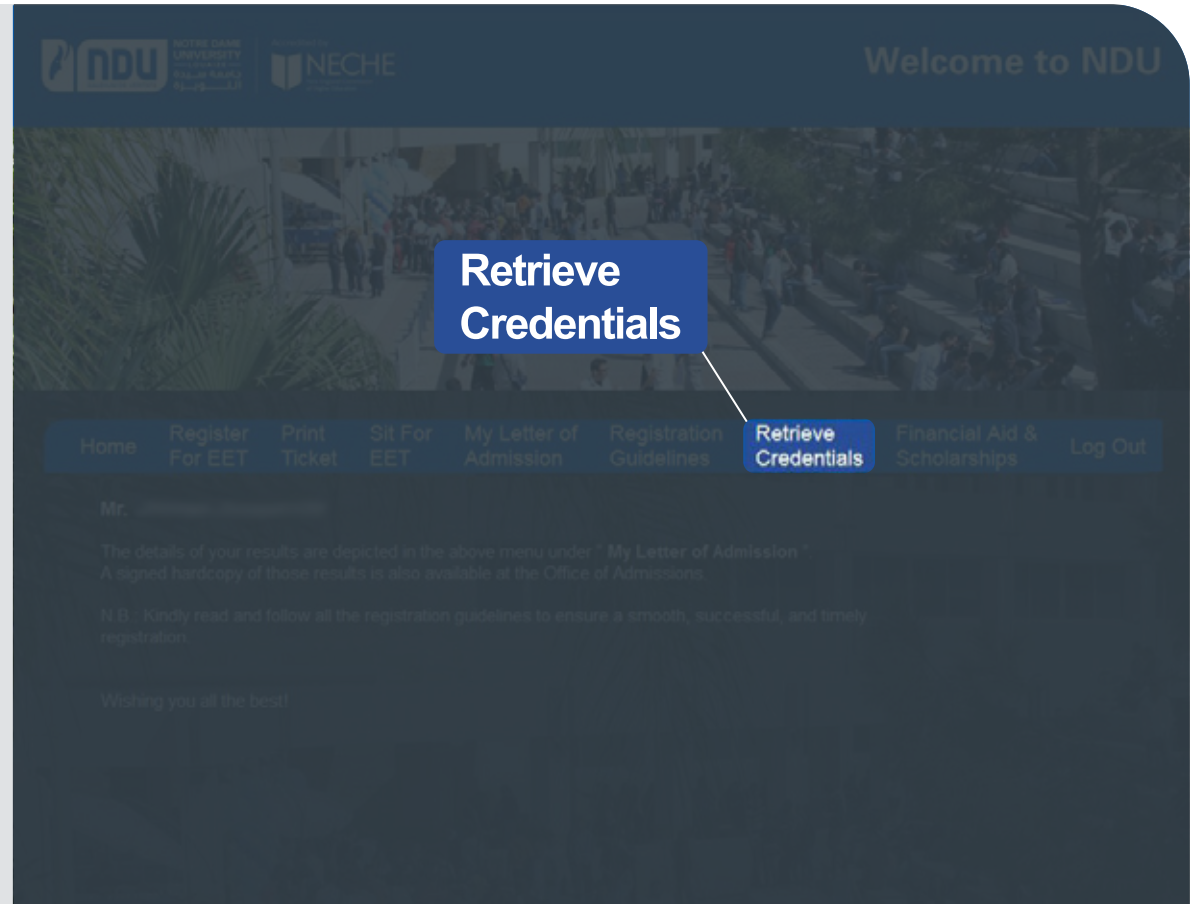
STEP 1

Log into the
[OAR webpage](#)
using your ID and
Candidate number



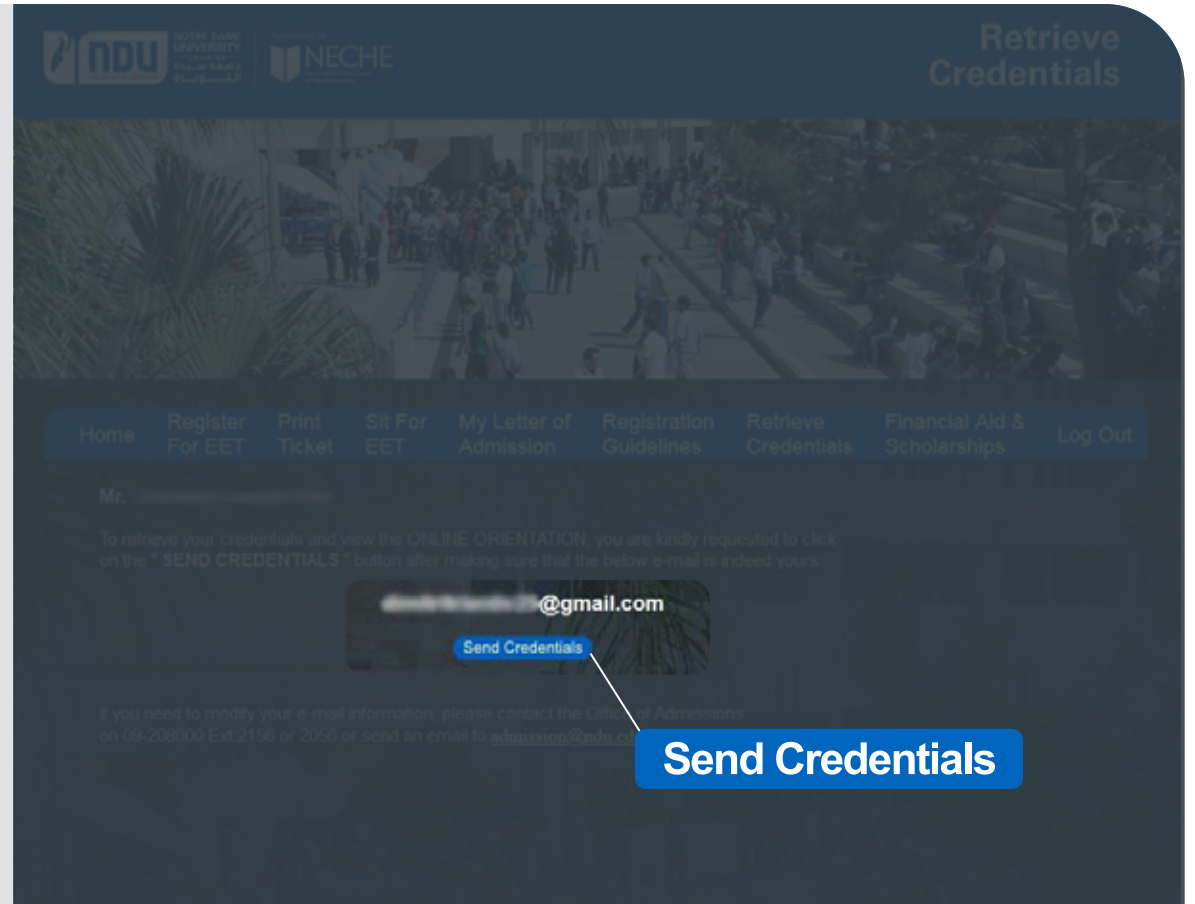
STEP 2

Click on
Retrieve Credentials



STEP 3

Click on
Send Credentials.
An email with your
ID # and PIN # will be
sent to the email
address provided.



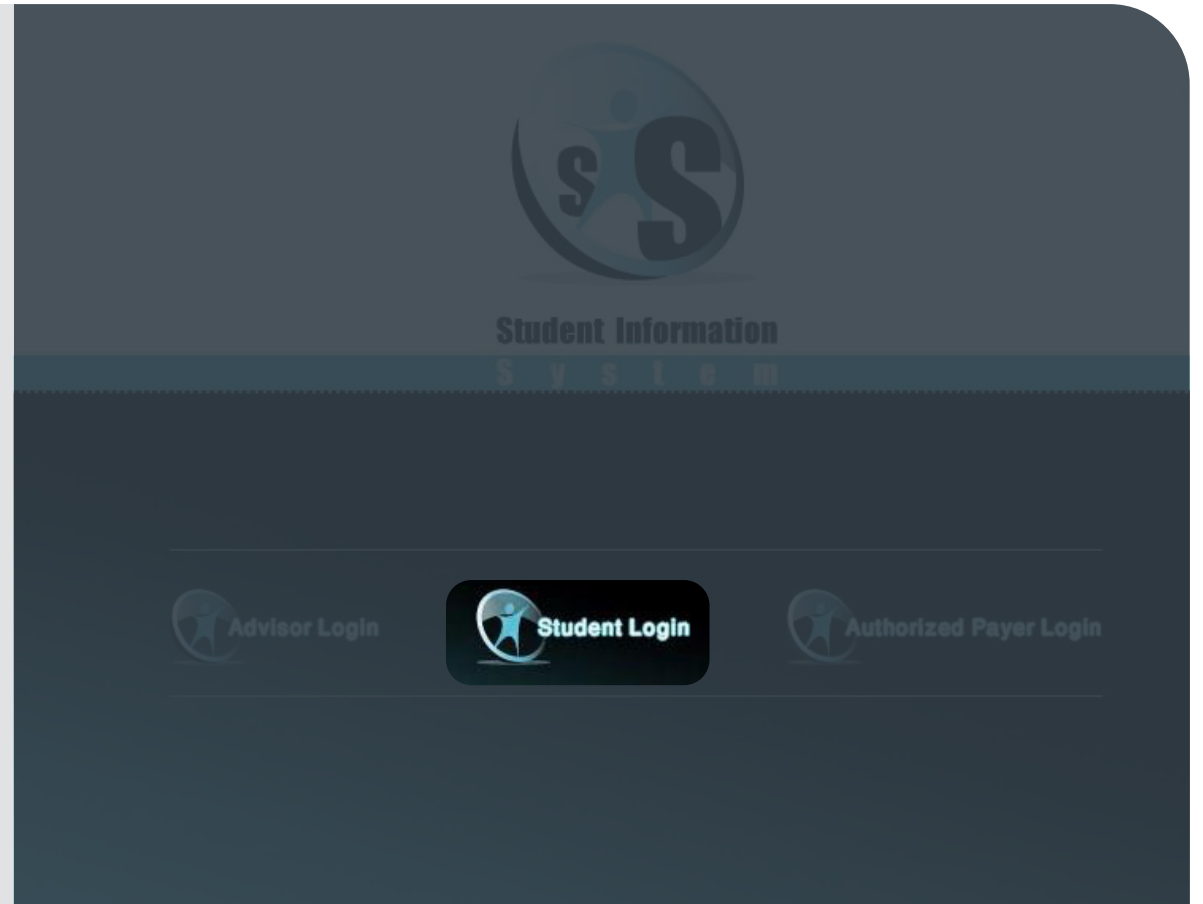
Registration Steps

All Students

STEP **4**

Go to
[NDU Student Information System](#)

Select
Student Login



STEP 5

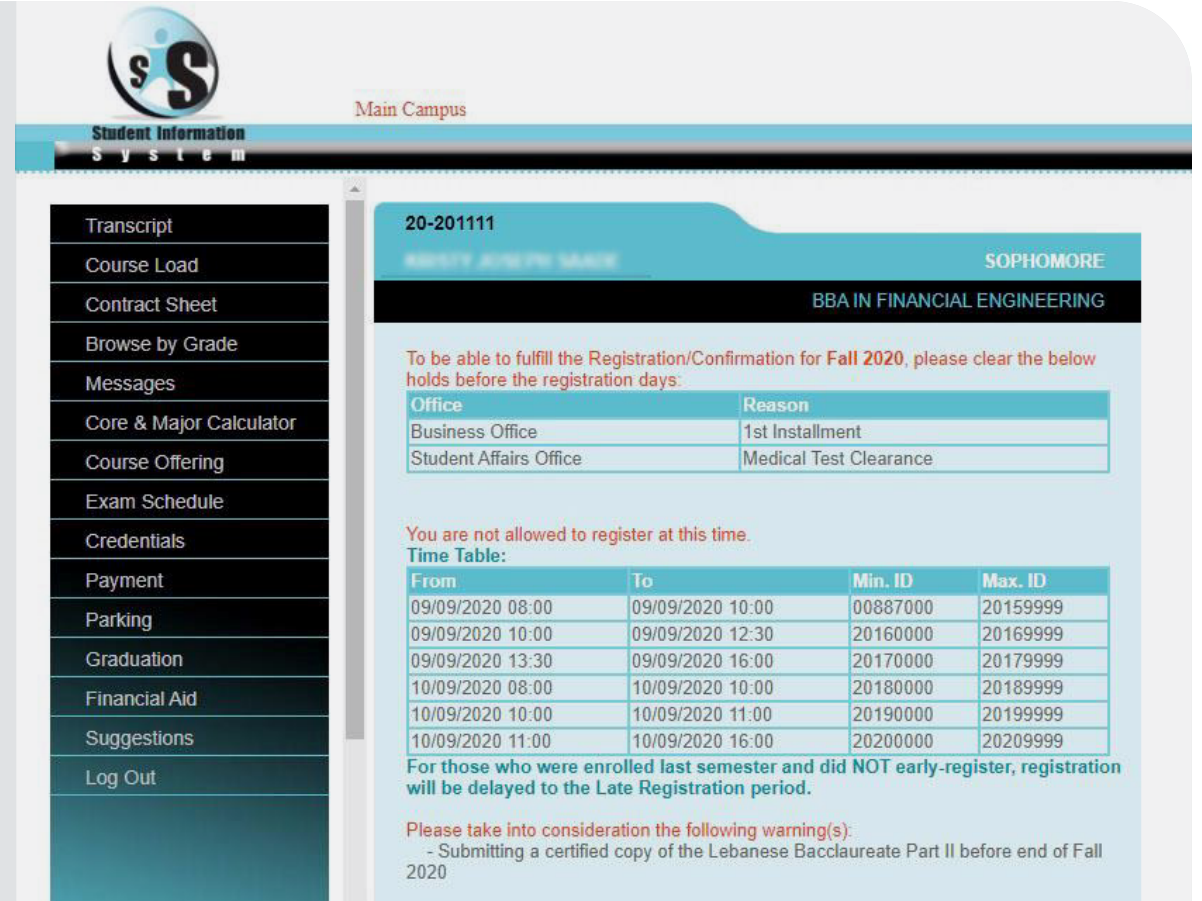
Once you login to the SIS and if you are not allowed to register, you will be redirected to this page.

- Check and clear the holds by contacting the corresponding office.

- If the timetable is shown, it means you are not allowed to register at this time.

- Read carefully the warnings at the bottom of the page.

* Warnings will not prevent you from completing your registration, but they may create problems in the upcoming semester.



Main Campus

Student Information System

20-201111

SOPHOMORE

BBA IN FINANCIAL ENGINEERING

To be able to fulfill the Registration/Confirmation for Fall 2020, please clear the below holds before the registration days:

| Office | Reason |
|------------------------|------------------------|
| Business Office | 1st Installment |
| Student Affairs Office | Medical Test Clearance |

You are not allowed to register at this time.

Time Table:

| From | To | Min. ID | Max. ID |
|------------------|------------------|----------|----------|
| 09/09/2020 08:00 | 09/09/2020 10:00 | 00887000 | 20159999 |
| 09/09/2020 10:00 | 09/09/2020 12:30 | 20160000 | 20169999 |
| 09/09/2020 13:30 | 09/09/2020 16:00 | 20170000 | 20179999 |
| 10/09/2020 08:00 | 10/09/2020 10:00 | 20180000 | 20189999 |
| 10/09/2020 10:00 | 10/09/2020 11:00 | 20190000 | 20199999 |
| 10/09/2020 11:00 | 10/09/2020 16:00 | 20200000 | 20209999 |

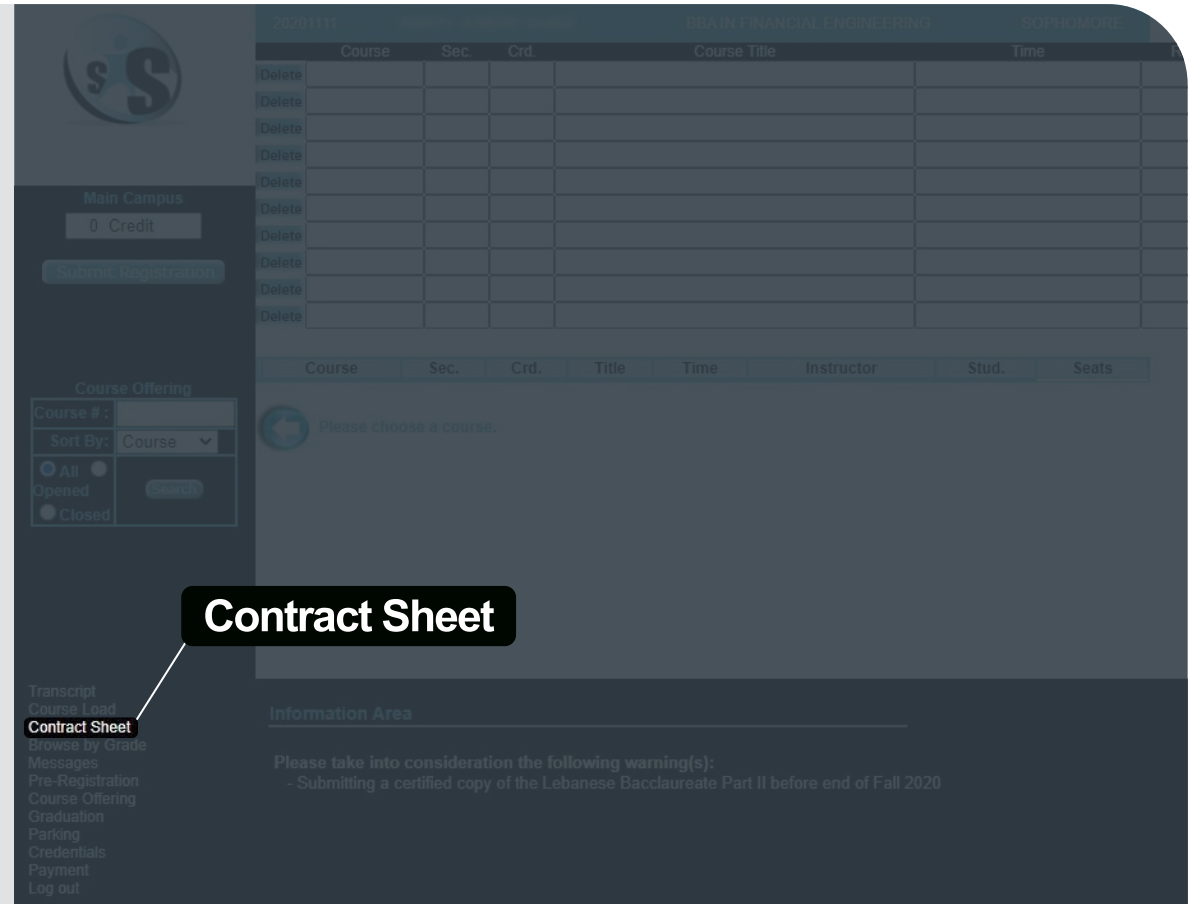
For those who were enrolled last semester and did NOT early-register, registration will be delayed to the Late Registration period.

Please take into consideration the following warning(s):

- Submitting a certified copy of the Lebanese Bacclureate Part II before end of Fall 2020

STEP 6

Click on the
Contract Sheet
to help you choose
your courses.



20201111 BBA IN FINANCIAL ENGINEERING SOPHOMORE

| Course | Sec. | Crd. | Course Title | Time |
|--------|------|------|--------------|------|
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |
| Delete | | | | |

Course Offering

Course # :

Sort By: Course

All
 Opened
 Closed

Contract Sheet

Transcript
Course Load
Contract Sheet
Browse by Grade
Messages
Pre-Registration
Course Offering
Graduation
Parking
Credentials
Payment
Log out

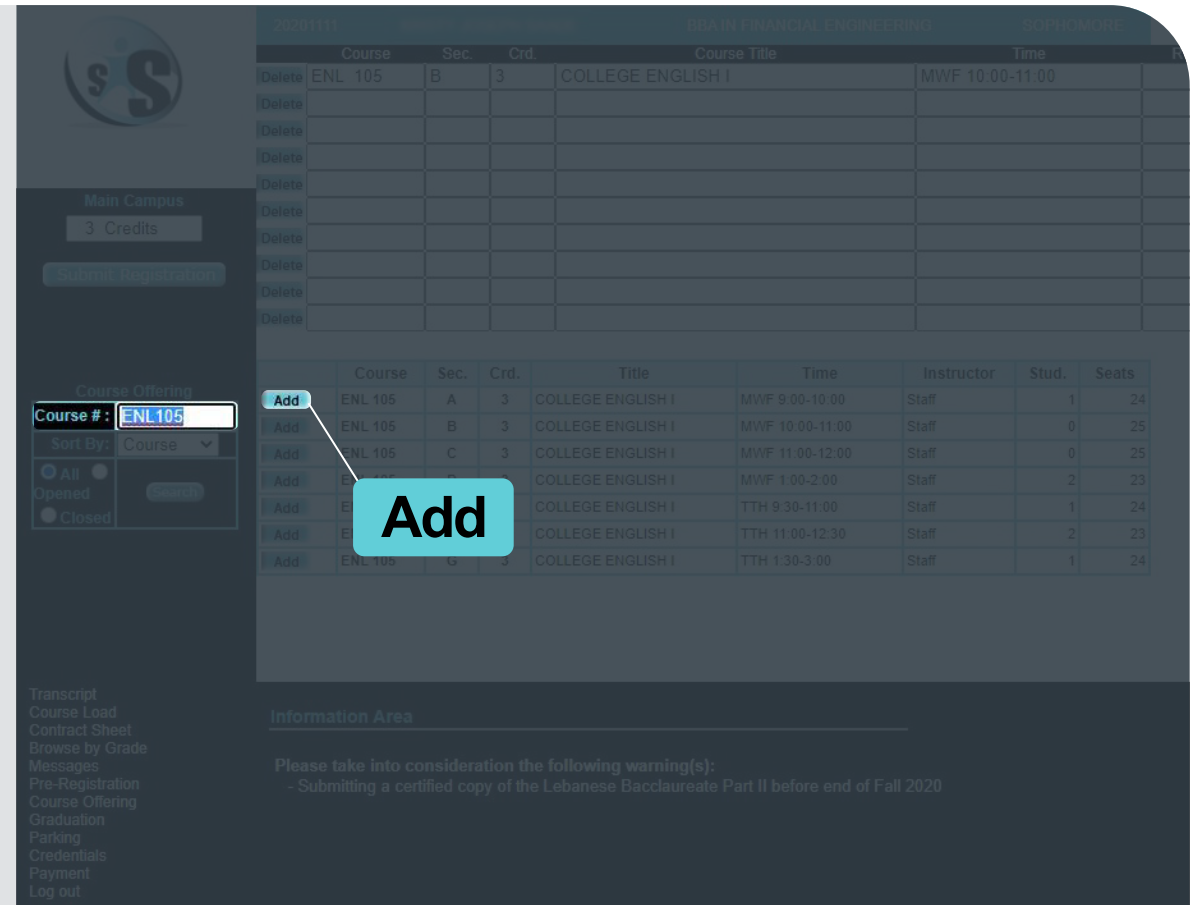
Information Area

Please take into consideration the following warning(s):
- Submitting a certified copy of the Lebanese Bacclaireate Part II before end of Fall 2020

STEP 8

Type the abbreviation of your chosen course in the Course Offering section and press Enter.

Click the **Add** button to select the right course section needed



2020/2111 BBA IN FINANCIAL ENGINEERING SOPHOMORE

| Course | Sec | Crd | Course Title | Time | Instructor | Stud | Seats |
|---------|-----|-----|-------------------|-----------------|------------|------|-------|
| ENL 105 | B | 3 | COLLEGE ENGLISH I | MWF 10:00-11:00 | Staff | 1 | 24 |
| ENL 105 | A | 3 | COLLEGE ENGLISH I | MWF 9:00-10:00 | Staff | 0 | 25 |
| ENL 105 | C | 3 | COLLEGE ENGLISH I | MWF 11:00-12:00 | Staff | 0 | 25 |
| ENL 105 | D | 3 | COLLEGE ENGLISH I | MWF 1:00-2:00 | Staff | 2 | 23 |
| ENL 105 | E | 3 | COLLEGE ENGLISH I | TTH 9:30-11:00 | Staff | 1 | 24 |
| ENL 105 | F | 3 | COLLEGE ENGLISH I | TTH 11:00-12:30 | Staff | 2 | 23 |
| ENL 105 | G | 3 | COLLEGE ENGLISH I | TTH 1:30-3:00 | Staff | 1 | 24 |

Information Area

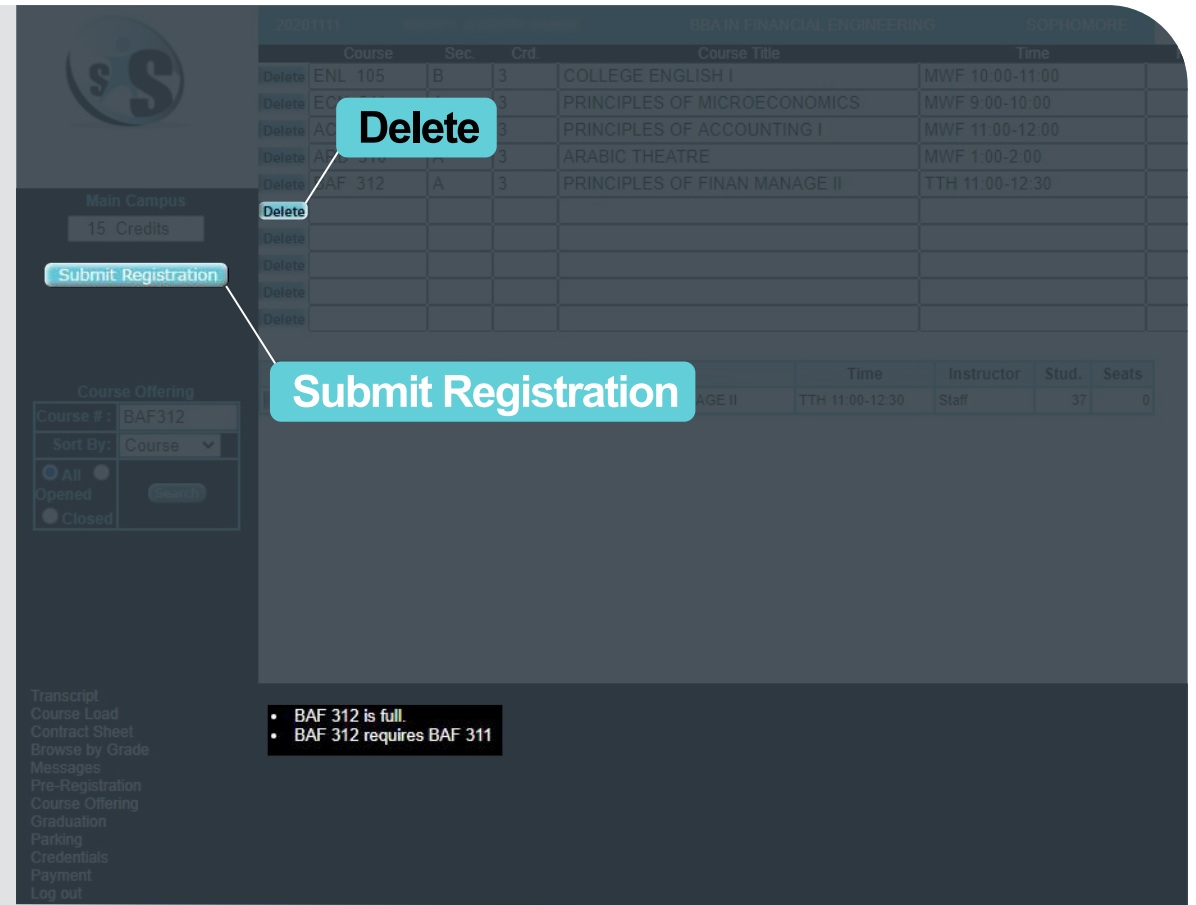
Please take into consideration the following warning(s):
- Submitting a certified copy of the Lebanese Bacclaireate Part II before end of Fall 2020

STEP 9

Repeat step 8 for all the courses you wish to register in.

When you finish your selections press on **Submit Registration**

Check for any messages displayed at the bottom of the screen. For example, BAF 312 cannot be added for the reasons shown below, to remove it press on **Delete**



20201111 BBA IN FINANCIAL ENGINEERING SOPHOMORE

| Course | Sec | Crd | Course Title | Time |
|---------|-----|-----|-------------------------------|-----------------|
| ENL 105 | B | 3 | COLLEGE ENGLISH I | MWF 10:00-11:00 |
| ECO 101 | B | 3 | PRINCIPLES OF MICROECONOMICS | MWF 9:00-10:00 |
| ACC 101 | B | 3 | PRINCIPLES OF ACCOUNTING I | MWF 11:00-12:00 |
| ART 101 | B | 3 | ARABIC THEATRE | MWF 1:00-2:00 |
| BAF 312 | A | 3 | PRINCIPLES OF FINAN MANAGE II | TTH 11:00-12:30 |

Main Campus
15 Credits

Submit Registration

Course Offering
Course #: BAF312
Sort By: Course
All
Opened
Closed

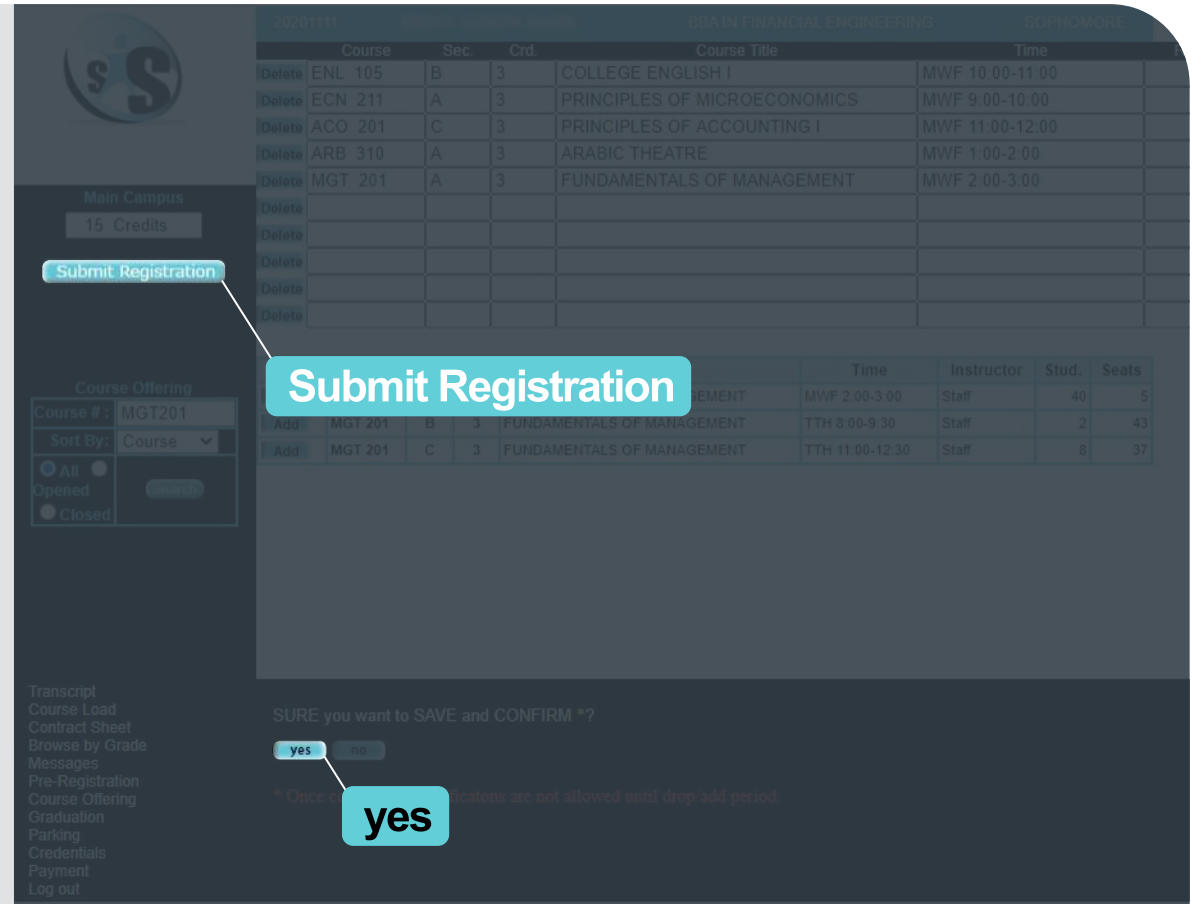
Transcript
Course Load
Contract Sheet
Browse by Grade
Messages
Pre-Registration
Course Offering
Graduation
Parking
Credentials
Payment
Log out

- BAF 312 is full.
- BAF 312 requires BAF 311

STEP 10

Press **Submit Registration**

You will need to confirm your registration twice by pressing **yes** button



20201111

Course Sec. Crd. Course Title Time

| | | | | | |
|--------|---------|---|---|------------------------------|-----------------|
| Delete | ENL 105 | B | 3 | COLLEGE ENGLISH I | MWF 10:00-11:00 |
| Delete | ECN 211 | A | 3 | PRINCIPLES OF MICROECONOMICS | MWF 9:00-10:00 |
| Delete | ACO 201 | C | 3 | PRINCIPLES OF ACCOUNTING I | MWF 11:00-12:00 |
| Delete | ARB 310 | A | 3 | ARABIC THEATRE | MWF 1:00-2:00 |
| Delete | MGT 201 | A | 3 | FUNDAMENTALS OF MANAGEMENT | MWF 2:00-3:00 |
| Delete | | | | | |
| Delete | | | | | |
| Delete | | | | | |
| Delete | | | | | |
| Delete | | | | | |
| Delete | | | | | |
| Delete | | | | | |

Submit Registration

Main Campus
15 Credits

Submit Registration

Course Offering
Course #: MGT201
Sort By: Course

All
Opened
Closed

| | | | | | Time | Instructor | Stud. | Seats |
|-----|---------|---|---|----------------------------|-----------------|------------|-------|-------|
| Add | MGT 201 | B | 3 | FUNDAMENTALS OF MANAGEMENT | MWF 2:00-3:00 | Staff | 40 | 5 |
| Add | MGT 201 | B | 3 | FUNDAMENTALS OF MANAGEMENT | TTH 8:00-9:30 | Staff | 2 | 43 |
| Add | MGT 201 | C | 3 | FUNDAMENTALS OF MANAGEMENT | TTH 11:00-12:30 | Staff | 8 | 37 |

SURE you want to SAVE and CONFIRM ??

yes no

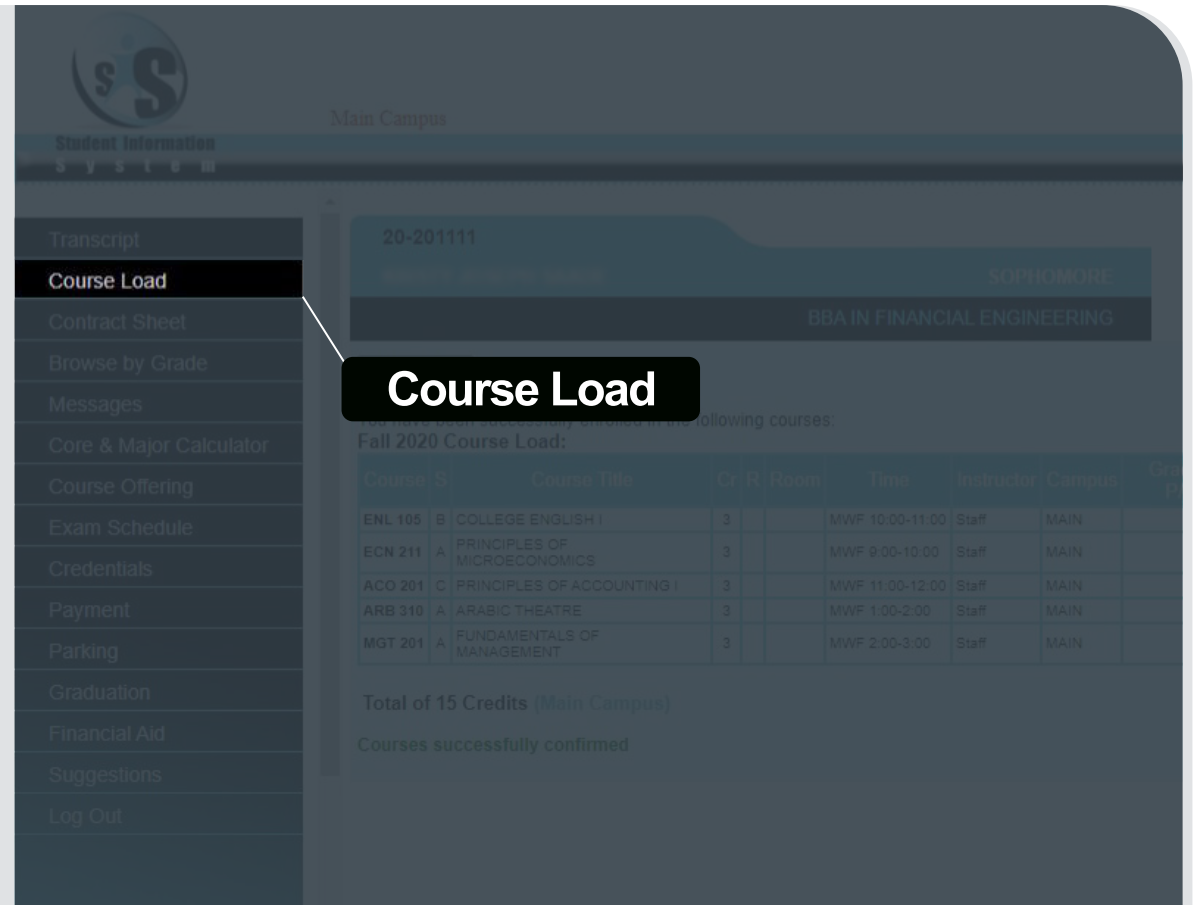
yes

Transcript
Course Load
Contract Sheet
Browse by Grade
Messages
Pre-Registration
Course Offering
Graduation
Parking
Credentials
Payment
Log out

STEP 11

Once your registration is successfully submitted, you will be redirected to this page.

You can always return to this page by clicking on **Course Load** from the main menu.



The screenshot shows the SIS interface. On the left is a main menu with options: Transcript, **Course Load**, Contract Sheet, Browse by Grade, Messages, Core & Major Calculator, Course Offering, Exam Schedule, Credentials, Payment, Parking, Graduation, Financial Aid, Suggestions, and Log Out. The main content area displays the student's information: 20-201111, SOPHOMORE, and BBA IN FINANCIAL ENGINEERING. A callout box labeled "Course Load" points to the "Course Load" menu item. Below the student info, it says "Fall 2020 Course Load:" followed by a table of courses. At the bottom, it states "Total of 15 Credits (Main Campus)" and "Courses successfully confirmed".

| Course ID | Course Title | Cr. Pt. | Room | Time | Instructor | Campus | Gr. Pt. |
|-----------|--------------------------------|---------|------|-----------------|------------|--------|---------|
| ENL 105 | B COLLEGE ENGLISH I | 3 | | MWF 10:00-11:00 | Staff | MAIN | |
| ECN 211 | A PRINCIPLES OF MICROECONOMICS | 3 | | MWF 9:00-10:00 | Staff | MAIN | |
| ACO 201 | C PRINCIPLES OF ACCOUNTING I | 3 | | MWF 11:00-12:00 | Staff | MAIN | |
| ARB 310 | A ARABIC THEATRE | 3 | | MWF 1:00-2:00 | Staff | MAIN | |
| MGT 201 | A FUNDAMENTALS OF MANAGEMENT | 3 | | MWF 2:00-3:00 | Staff | MAIN | |

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