

STUDENT HANDBOOK | 2017 - 2018



DIRECTORY

Dr. JEAN-PIERRE EL-ASMAR

Dean, Ramez G. Chagoury Faculty of Architecture, Arts and Design (RC-FAAD)
RC-FAAD Building, 2nd Floor, Room FA 2021
Tel: 09 218 950/1/2 (Extension: 5000), Direct line: 09 208 608
Email: jasmar@ndu.edu.lb

Dr. FADI KARAA

Dean, Faculty of Business Administration and Economics (FBAE)
Green Building, 2nd Floor,
Room B 330
Tel: 09 218 950/1/2 (Extension: 2488), Direct line: 09 208 300
Email: fadi.karaa@ndu.edu.lb

Dr. MICHEL EL-HAYEK

Dean, Faculty of Engineering (FE)
Engineering Building, 3rd Floor
Room E 311
Tel: 09 218 950/51/52 (Extension: 2028), Direct line: 09 208 401
Email: feng@ndu.edu.lb

Dr. KAMAL ABOUCHEDID

Dean, Faculty of Humanities (FH)
Pink Building, 2nd Floor
Room HA 342
Tel: 09 218 950/1/2 (Extension: 2433), Direct line: 09 208 500
Email: kabouchedid@ndu.edu.lb

Dr. MAAN BOU SABER

Dean, Faculty of Law and Political Science (FLPS)
Yellow Building, 2nd Floor
Room HB 309
Tel: 09 218 950/1/2 (Extension: 2432), Direct line: 09 208 188
Email: mbousaber@ndu.edu.lb

Dr. GEORGE M. EID

Dean, Faculty of Natural and Applied Sciences (FNAS)
Blue Building, 2nd Floor
Room S 301
Tel: 09 218 950/1/2 (Extension: 2107), Direct line: 09 208 700
Email: geid@ndu.edu.lb

Dr. ANTOINE FARHAT

Dean, Faculty of Nursing and Health Sciences (FNHS)
Pink Building, 3rd Floor
Room HA 379
Tel: 09 218 950/1/2 (Extension: 5045), Direct line: 09 208 900
Email: afarhat@ndu.edu.lb

Fr. NAJI KHALIL

Director of Shouf Campus (SC)
T: 05 511 202 (Extension: 111)
Email: naji.khalil@ndu.edu.lb

Fr. FRANCOIS AKL

Director of North Lebanon Campus (NLC)
Tel: 06 416 100 (Extension: 3127)
Email: fakl@ndu.edu.lb

Mrs. JOYCE MENASSA

Dean, Office of Student Affairs (SAO)
SAO/Admissions Building
Ground Floor
Tel: 09 218 950/1/2 (Extension: 2105), Direct line: 09 208 800
Email: jmenassa@ndu.edu.lb

Ms. MIRNA NEHME

Registrar
Fahed Hall - Basement
Room AD 107
Tel: 09 218 950/1/2 (Extension: 2150), Direct line: 09 208 208
Email: registrar@ndu.edu.lb

WELCOME TO NDU

**YOUR
FUTURE BEGINS
HERE.**



WELCOME TO NDU

Foreword

"NDU is dedicated to continuously providing and cultivating in you, the young seekers of the Truth (Cf. Ex Corde Ecclesiae, 12) academic excellence, which will help you move forward along the path of a long and successful career, but most importantly to provide you that you may become the man and woman you want to be."

Fr. Pierre Najem, President.

The main purpose of the Notre Dame University-Louaize (NDU) *Student Handbook* is to provide you, the student, with relevant information, pertaining to all aspects of campus life, including rules and regulations, services, financials, and procedures. This *Handbook* should serve as your primary reference in answering many of the questions you may have over the course of your studies at NDU. Clearly, it is impossible to anticipate all matters that may arise; therefore, if you do not find answers to your queries in the *Handbook*, please do not hesitate to contact the Office of Student Affairs (SAO) whose staff will be happy to provide you with the necessary support or refer you to the relevant parties concerned.

NDU is a thriving and dynamic campus that offers you limitless opportunities to be active and engaged through a wide variety of student clubs, sports, religious guidance, volunteering experiences, recreational pursuits, and much more. The University embraces the philosophy that education is not limited to the classroom alone, which is why its focus is to provide you with the right support to help you succeed, safeguard your health and well-being, and nurture your physical and mental development. The Office of Student Affairs (SAO) ensures that you make the most of your university experience through the strong support offered by the following units:

- Department of Financial Aid;
- Department of Social Security;
- Department of Counseling and Health;
- Department of Athletics;
- Department of Student Activities;
- Department of Community Service and Awareness;
- Student Housing;
- Department of Student Life;
- Department of Academic Advising;
- NDU Model United Nations; and
- Student Union.

- **Offering** you high-quality and accessible services that (a) help you integrate into the University, (b) guide you through your studies, (c) help you overcome obstacles, (d) answer your questions, (e) and work closely with you to ensure that you are oriented to the appropriate offices and/or departments, when necessary;
- **Creating** programs and activities year-round that serve to meet your development needs on all levels, i.e. educational, psychological, physical, spiritual, and social; and
- **Enhancing, promoting, and encouraging** personal benefits and initiatives, leading to overall satisfaction on many fronts.

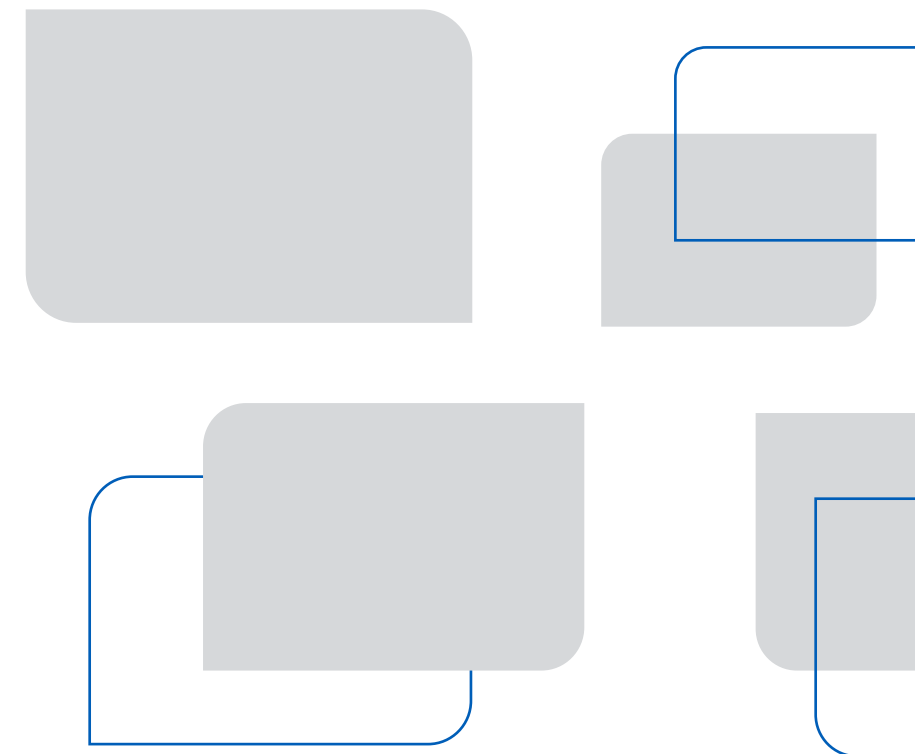


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**MISSION
ACCOMPLISHED.
YOU MAY NOW
PROCEED!**

**IDENTITY, MISSION,
VISION, AND VALUES**



IDENTITY, MISSION, VISION, AND VALUES

Identity

NDU is a private, Lebanese non-profit Catholic institution of higher education, which adopts the American system of education. The religious affiliation of the University does not impose any sectarian obligations on faculty members, staff, or students. The cultural and spiritual heritage of the Maronite Order of the Blessed Virgin Mary highlights a belief in a unified Lebanon, a belief in education as a means of protection against fanaticism and corruption, and a dedication to freedom of thought and expression. NDU adopts such values and beliefs irrespective of color, creed, race, or gender and seeks to enhance those values through the liberal education it offers and the career preparation that caters to the actual needs of Lebanon and the region in general.

Mission

As a Catholic institution inspired by the cultural and spiritual heritage of the Maronite Order of the Blessed Virgin Mary (OMM), Notre Dame University-Louaize (NDU) seeks to provide comprehensive quality education that fosters excellence in scholarship, lifelong learning, enlightened citizenship, human solidarity, moral integrity, and belief in God. In designing its curricula, NDU is committed to the philosophy and standards of the American model of liberal arts education. Conceiving itself as an authentic academic community, NDU promotes diversity, respect for human dignity and rights, and concern for the common good. Its profound aspiration is to prepare its students to be future leaders who can exercise reason upon knowledge and shape a world of truth, justice, love, and freedom.

Vision

NDU endeavors to:

- Become the venue of choice as Lebanon's Catholic university, offering students access to the finest faculty and a comprehensive curriculum taught in the Maronite tradition;
- Provide a highly personalized academic experience to graduate and undergraduate students;
- Integrate a strong, interdisciplinary, liberal arts core with degree-granting programs that offer preparation for professional careers and graduate studies;
- Excel in selected highly specialized areas, including signature programs that enhance the University's reputation and serve as regional models for the delivery of educational development in Lebanon and the region;
- Foresee the changing needs with time and develop programs and utilize technologies consistent with those needs; and
- Create and sustain a community in which all aspects of University life is a reflection of its values.

Values

As a Catholic university offering higher education in the Maronite tradition, NDU is determined to practice those values that respect humanity and the dignity of the individual. This approach helps students on their life path of learning and allows them to discover their talents through cooperation while searching for truth to empower them as individuals and to help them enhance the world around them.

Faith:

As a Catholic university, NDU highlights a strong belief in spiritual motivation and education as a vehicle for a better and more just society.

Scholarship:

To seek the truth, with a sense of discovery, through informed and rigorous scholarship, will place NDU among the top-ranking regional universities.

Freedom:

Of thought and expression; NDU commits itself to engage and enhance intellectual inquiry in the pursuit of truth by teaching students how to learn, how to think critically, how to conduct responsible research, and how to access and integrate information in preparation for career development and personal growth.

Service:

NDU is committed to serve not only its students, faculty and employees, but also society at large.

Excellence:

In all activities of university life—teaching, scholarship, service, etc—NDU strives to be a center of quality education.

Integrity:

Teaching, scholarship, and student service within the university community are characterized by intellectual honesty and a sense of personal morality.

Learning for Life:

In the tradition of a Catholic liberal arts education, NDU commits itself to lifelong learning, encourages personal responsibility, develops spiritual values, and affirms a philosophy of life which actively supports global economic equity, social justice, and human rights.

Diversity:

Empathy, tolerance and respect for all people is essential to any university community. NDU encourages students to understand and appreciate the diversity of cultures, which exist locally, nationally, and internationally. It also seeks to promote diversity appreciation through an understanding of the impact human beings have on their environment.

IDENTITY, MISSION, VISION, AND VALUES

Environmental Sustainability

NDU started initiating environmental sustainability projects back in 2013 when a team of internal experts worked on a self-study under the EU-TEMPUS program to evaluate and report all potential areas for development and growth in that direction. Since that date, the University Environmental Sustainability Ad-hoc Committee, chaired by NDU President Fr. Pierre Najem, has introduced a number of campus-wide environmental initiatives that fall in line with the University *Strategic Plan 2015-2020, Section 5.6.8, Goal V*. This committee is charged with the University-wide monitoring, reviewing, and evaluating of all existing academic or non-academic environmental initiatives related to waste management, water conservation, carbon footprint reduction, land use and ecosystem preservation, sustainable procurement, and environmental outreach and service to the community.

As a display of its genuine commitment to coordinate and support all environmental initiatives to serve one goal: the "University Environmental Sustainability Action Plan," presented during the conference titled, "*Our Common Home: Sustaining a Green and 'Clean' Campus*," NDU officially became a member of the United Nations Global Compact (UNGC). The UNGC membership perfectly aligns with the University mission and Pope Francis' encyclical on the environment and human ecology: "*Care for Our Common Home (Laudato Si')*."

The UNGC is the world's largest corporate citizenship initiative, composed of 12,000 business and non-business participants as well as other civil society, labor, and government-based stakeholders in more than 160 countries. NDU's membership strengthens the internal commitment to embrace and align all University sustainability-related initiatives to the 10 universal principles, falling under the umbrella of the 17 UN Sustainable Development Goals (SDG).

One of the latest University initiatives being rolled out is a waste management project that includes the sorting and handling of general waste, hazardous waste, and e-waste products with the aim of redirecting NDU toward the long-term path of "no-waste." To ensure the project's success and its commitment to supporting the 17 SDGs, NDU has signed MoUs with several reputable NGOs and private companies that focus on environmental issues and sustainability.

Faculty, staff, and students will gradually embrace and contribute to the inclusive global circular economy through their actions to create a sustainability culture to advance toward the achievement of the 17 SDGs by 2030. Many future sustainability projects are underway and will soon be communicated through the various University media platforms.

Student Dress Code

Students are expected to dress appropriately for an academic setting. Clothes should be neat, decent, and not provocative. Students will accept reasonable suggestions by the Dean of the SAO with respect to what constitutes appropriate dress. Refusal to comply with such specific reasonable requests will be grounds for University disciplinary action (for more details, refer to link:).

Non-Smoking Policy

NDU recognizes that smoking tobacco presents a serious public health hazard, and as a University committed to protecting the health and well-being of faculty, staff, and students across its three campuses, a Non-Smoking Policy is enforced in compliance with the Non-Smoking Law of Lebanon (#174, August 29, 2011, *Chapter 1, Article 1 "Enclosed Public Places"*).

The move to a complete smoke-free on-campus environment is a staged approach.

Currently, the University *Non-Smoking Policy* prohibits smoking, with the exception of the temporarily designated smoking areas, across its three campuses (i.e. all buildings, closed areas, and outdoor spaces), facilities, and all University-owned or -operated vehicles. The Policy is applicable, without exception, to the entire NDU community as well as to guests and visitors. The University explicitly refuses to display any tobacco-related advertisements and also refuses to solicit or accept sponsorship from any tobacco-manufacturing or -affiliated company.

The temporary smoking areas are clearly indicated through the use of appropriate signage in the hope that smokers (faculty, staff, or students) will seek the help to quit this detrimental habit. It is the responsibility of all members of the NDU community to comply with the *Policy*.

Smoking violations are to be immediately reported to security personnel (ext.:2222 or 2252, or e-mail: controlroom@ndu.edu.lb).

Policy violators will be reported, as appropriate, to the Office of the VPAA (faculty members), Office of Administration (staff members and visitors), or the SAO (students). Violators will be subject to disciplinary actions that are part of the Administrative Records. Repeated offenses may culminate in expulsion.

The background of the image shows a close-up of two people's faces. On the left, a person with dark hair is seen from the side, with their hand cupped behind their ear. On the right, a person with light skin is smiling broadly, showing their teeth. A thin blue line runs diagonally across the upper part of the image, separating the header text from the main message.

**ACADEMIC ADVISING
AND REGISTRATION**

**NEED
ADVICE?
READY?
REGISTER.**

ACADEMIC ADVISING AND REGISTRATION

Academic Advising

Upon admission and prior to registration, you shall be assigned an Academic Advisor specified in your "Letter of Acceptance." The Academic Advisor shall:

- a. Help you observe the basis of admissions, as stipulated in your Letter of Acceptance.
- b. Be available throughout the academic year during office hours, and when necessary, by appointment.
- c. Support you to adequately fulfill all the requirements of your degree program.
- d. Study and update your files throughout your residency at NDU.
- e. Familiarize you with the University academic rules, regulations, and policies.
- f. Explain to you clearly the:
 - **Registration process;**
 - **Course offerings;**
 - **Course substitution;**
 - **Course pre-requisite;**
 - **Course selection;**
 - **Full-time (part-time) credit load;**
 - **Degree planning; and**
 - **Other related matters.**

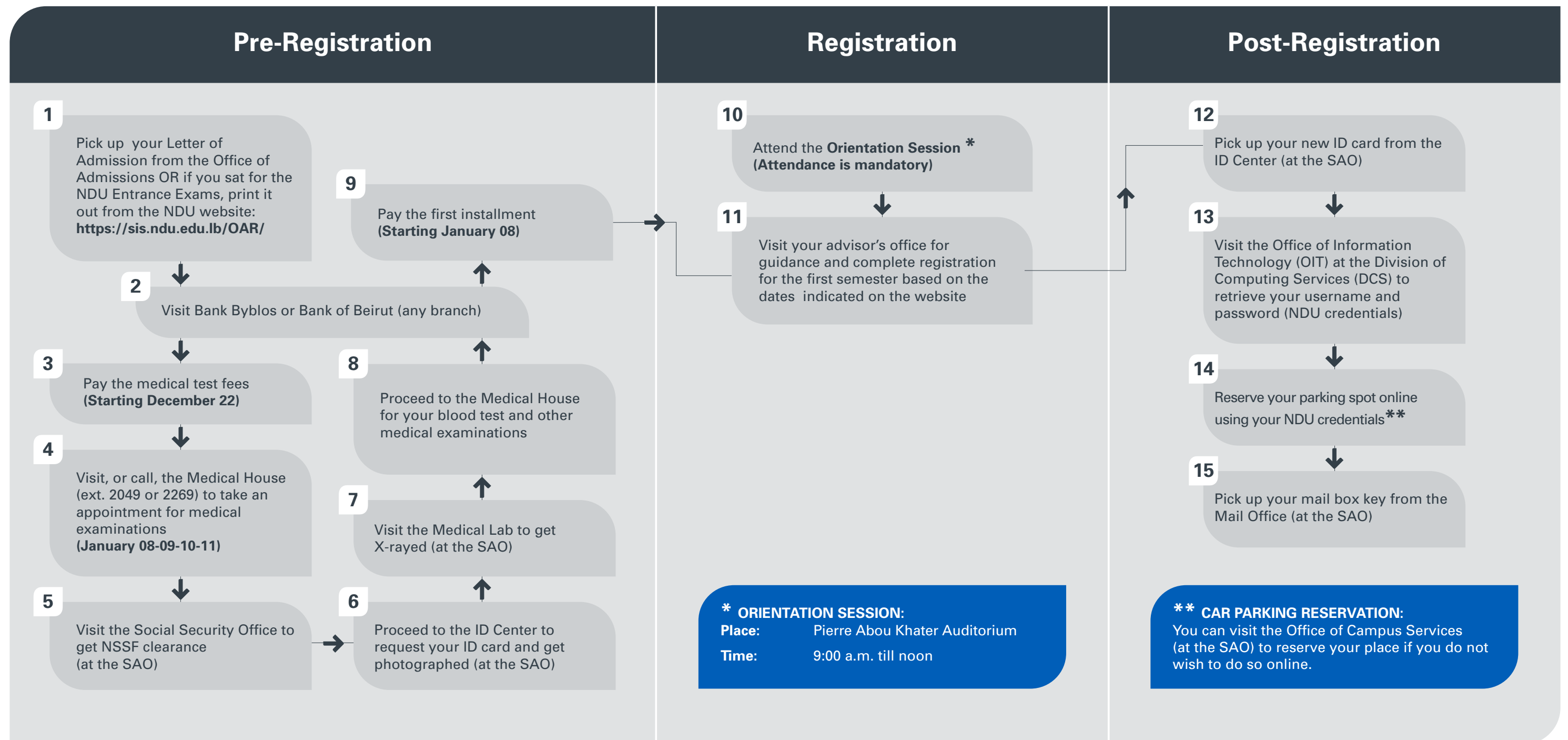
As such, you are highly encouraged to consult with your Academic Advisor on a regular basis throughout your residency at NDU.

Registration Eligibility

If you are an undergraduate student, you will be eligible for registration upon settling all previous pending issues (academic, financial, disciplinary, administrative, etc.) with the University at the offices concerned. Otherwise, you cannot proceed any further with your registration.

ACADEMIC ADVISING AND REGISTRATION

REGISTRATION PROCESS FOR NEW STUDENTS



ACADEMIC ADVISING AND REGISTRATION

Early Registration System

Early Registration is mandatory for all enrolled students. Those who fail to submit their Early Registration will have their registration moved automatically to the Late Registration period and will have to pay the Late Registration fees.

Enrolled students can early register during the “entire Advising and Early Registration period.” The first attempt to register, however, depends upon the timeslot of the student ID number, which corresponds to the first two days of this period. Further, enrolled students register during the Advising and Early Registration period without paying any fee, nevertheless, the student will be held responsible for the number of credits registered. The first installment must be paid before the beginning of the semester, after which the student will confirm his or her registration.

Students are requested to check whether they have an Advisor Hold or not before Early Registration. Students that have an Advisor Hold should meet with their advisor otherwise he or she will be unable to early register. In the case of other holds (financial, library, admissions, SAO), these should be cleared by the student before the final confirmation (final registration dates as detailed in the Academic Calendar).

Since Early Registration is done without the availability of grades, cumulative GPA, credits completed, and student academic status (probation, suspension, change of major, etc.), the system will check all rules and regulations based on the assumption the student will successfully pass the courses currently taken.

During the Early Registration period, the student will register and adjust his or her registration for an unlimited number of times.

Important note: The system will save the **maximum** number of credits reached in all attempts. At the confirmation date, the system will **not** allow the student to go below this maximum (with the exception of a new probation, where the load should not exceed 13 credits).

During the Drop/Add period, if the student drops more credits than he or she adds, he or she will be penalized (same as before). The rationale behind this rule is to ensure that students are refrained from reserving more seats than needed in courses , or reserving for other students with higher ID numbers.

During the Early Registration period, students can request overload and pre-requisite waiving from their respective deans and chairs.

At the beginning of the new semester, the student should clear all holds (financial, library, admissions, SAO), pay his or her first installment (i.e. down payment), and then login to the SIS to confirm his or her registration. During the Confirmation/Registration period, the system re-checks all academic and non-academic rules. Early-registered students will have to drop and replace courses whose pre-requisites were not fulfilled or whose academic status (probation or suspension) requires that students do not exceed 13 credits.

Once all academic rules and non-academic messages are cleared, the student confirms his or her Early Registration and he or she is officially registered.

At the end of the Late Registration, and just before the Drop/Add period, students who fail to confirm their early registered courses will have their courses automatically dropped by the system and will be financially penalized (25% of the tuition of registered credits).

Students who did not early register will be able to register during the Late Registration period with a penalty fee, and the Drop/Add period will proceed as usual where students can drop/add courses. For further clarification, you are kindly asked to refer to [Appendix E](#).

Early Registration Dates

Early Registration dates for all three campuses can be found on the University website at the following link: <http://www.ndu.edu.lb/about-ndu/administration/offices/registrars-office/registration-process/registration-dates>

Registration Steps

Early Registration steps for all students are detailed at the following link: <http://www.ndu.edu.lb/about-ndu/administration/offices/registrars-office/registration-process/registration-procedure>

**GOT IT?
JUST FOLLOW
THE RULES.**

REGISTRATION



REGISTRATION

The Office of the Registrar assigns the registration date and time for undergraduate students. To register, you should:

- Receive on the Student Information System (SIS) a tuition statement from the Business Office;
- Pay the appropriate tuition and fees to the allotted bank(s);
- Prepare your course schedule; and
- Register and confirm your courses

New students should register at the Advisor's Office.

Registration by Absentia

An NDU undergraduate student is allowed to register in absentia (or by proxy) by some legally recognized individuals (i.e. parent, sibling, or the like) under justifiable reasons, such as illness, travel, and the like. Such a student shall be entirely responsible for discrepancies in his or her proxy registration, if any.

Late Registration

After the third day of classes in either the Fall semester or the Spring semester or the second day of the Summer session, the Late Registration period shall be scheduled and its fees shall be determined. No student may be registered beyond this day for the current semester or the Summer session. During the Late Registration day, a student shall follow the steps of the registration. Further, it shall be understood that students registering during the Late Registration day shall be responsible for all work assigned from the beginning of the semester or the session. They shall be also subject to the requirements of the attendance policy as of the first day of classes.

Cross-Registration

An undergraduate student may be allowed to cross-register a course at another institution if:

- The course is not offered at NDU during the semester in which the student is expected to graduate;
- The course in which the student intends to cross-register is equivalent to his or her required course at NDU;
- The course does not conflict with his or her course schedule at NDU;
- The student has the Cross-Registration Form and Registration Form signed by his or her Department Chairperson, and Academic Advisor as well as the Office of the Registrar and the Business Office;
- The student returns the appropriate Cross-Registration Form(s) to Office of the Registrar at NDU after officially registering at the other institution;
- The student has to submit an official transcript of records for his or her cross-registered course to the Office of the Registrar at NDU.

A non-NDU undergraduate student may be allowed to cross-register a course at NDU upon submission of

a written authorization from his or her institution allowing him or her to register for this course at NDU in accordance with NDU Undergraduate Registration Policy.

Improper Registration

Only officially enrolled students in a class are allowed to attend the class. The instructor of the class should inform any non-officially enrolled student of his or her improper registration and should immediately report it, in writing, to the Office of the Registrar, and should also ask the student to immediately proceed to the Office of the Registrar for a settlement.

Changes in Registration

Changes in registration become effective and official on the date the approved completed form is submitted to the Office of the Registrar, accepted and processed, and the financial obligations resulting from these changes are settled with the Business Office.

Adding and/or Dropping Courses

A student may add or drop a course or change a section in his or her registration schedule during the Drop/Add period day only. This can be done by:

- Dropping or adding by himself or herself at the Division of Computing Services (DCS) or in the Advisor's Office;
- In the Drop/Add period, two modifications are allowed by the student;
- In the case where a section is closed, or a student wishes to waive pre-requisites/co-requisites and the like, only during Drop/Add period he or she has to fill in a Drop/Add Form to secure the signature of the Dean concerned ; and
- Receive his or her modified tuition statement from the Business Office.

REGISTRATION

Withdrawal From Courses

In accordance with the University Refund Policy, students may officially withdraw from courses without academic penalty by the Late Registration day. In this case, no grades will be inscribed on their record. They may also withdraw any time prior to the 14th week of the Fall or Spring semesters and before the 28th day of the Summer session. Then a grade of “W” will be inscribed on their records. Withdrawal after the deadline will result in an “F” or “UW” on the dropped course. No withdrawal is allowed beyond this period unless the student petitions to the Dean concerned, due to urgent reasons. Once the petition is approved, the Vice-President for Academic Affairs (VPAA) will then instruct the Registrar to assign the grade “W” on the dropped course.

Attendance After Withdrawing

Once a student has withdrawn from a course, he or she cannot continue to attend or audit this course during the same semester.

Student Reinstatement

Upon return, a student with leave of absence shall inform the Office of the Registrar for reinstatement. Those students on probation who have been approved for leave of absence will remain on probation upon reinstatement.

Dropping a Course While on Probation

A student on probation may drop any course during the probation period.

Registration in a Course With an “I” Grade

Students may not register in a course if he or she has an incomplete grade in its pre-requisite(s).

Student Academic Load

Full-Time and Part-Time Loads

Registration in at least 12 credits for the Fall or Spring semester constitutes a full-time load for an undergraduate student. Otherwise, it constitutes a part-time load.

Maximum Load for Registration per Semester

The maximum load for registration during the Fall or Spring semester by any undergraduate student is either 16 credits or the number of credits specified in his or her suggested program for that particular semester. Student in good academic standing, however, can take up to 19 credits per semester provided this number

of credits does not contradict any residency requirements. Student with a cumulative GPA of 3.50 and above, may petition to register for one additional 3-credit course over and above the regular load. This additional load, may be approved provided the residency requirements are met.

Maximum Load for Registration in the Summer Session

The maximum load for registration by any undergraduate student in the Summer session is 9 credits or less as determined by the Faculty concerned.

Maximum Load for Students on Probation

Students who are on probation may register for a maximum of 13 credits per semester of which at least 9 credits for courses that must be repeated, if any.

Maximum Load for Students with Incomplete(s)

Students who have 2 or more incomplete grades from a previous semester or the Summer session may register for a maximum of 13 credits per semester, unless these courses are senior projects or the like.

Maximum Load for Students with Cross-Registration

The combined load for students with both registration at NDU and cross-registration in another institution must not exceed the maximum above-stated load.

TUITION AND FEES, (OFFICE OF FINANCE)

**WHAT WILL
YOU PAY,
OTHER THAN
ATTENTION?**



TUITION AND FEES, (OFFICE OF FINANCE)

NDU is a non-profit institution. Tuition and fees paid by students represent a small percentage of the full cost of a student's education. The deficit is covered by income from gifts, grants, and donations from foundations, alumni, and friends of the University. The fees cover applications, membership in the National Social Security Fund (NSSF), activities, Yearbook and Student Association, and insurance. Membership of Lebanese students in the NSSF is mandatory by law. Thus, prior to registration, students are urged to follow the instructions given by the SAO, concerning the clearance for NSSF.

Tuition

Tuition/Credit Hour	LBP	530,000
Tuition/Credit Hour (Business)	LBP	550,000
Tuition/Credit Hour (Architecture)	LBP	615,000
Tuition /Credit Hour (Engineering)	LBP	660,000
Tuition/Intensive English	LBP	4,000,000
Tuition /Credit Hour (Auditing)	LBP	75% of credit tuition

Fees

Admission Application	LBP	100,000
Entrance Examination	LBP.	75,000 (per exam)
Late Registration	LBP	100,000
Petition	LBP	5,000
Change of Major	LBP	100,000
Make-up Final Examination Fee/Incomplete	LBP	200,000
Transcript (Official Copy)	LBP	15,000
Transcript (Student Copy)	LBP	5,000
Library Fee/Book /Day (Late Returns)	LBP	5,000
Graduation	LBP	75,000
Academic Fees	LBP	175,000
Smart ID Card (when applicable)	LBP	30,000
NSSF Fees (when applicable)	LBP	202,500
Medical Insurance	LBP	60,000
I.D. card fee	LBP	15,000
Mail box fee	LBP	15,000
Student activities fee	LBP	45,000
Student association fee	LBP	45,000
Technology fee	LBP	90,000

Due to the rising cost of higher education, universities are facing severe financial problems. NDU reserves the right to change tuition, fees and expenses at any time without prior notice. A student may not complete registration, graduate, or receive any transcripts of records until all dues are paid.

Refund Policy

Contracts with faculty members and provisions for education are made by the University in advance for the entire year. Accordingly, if a student withdraws for justifiable reasons after final registration, refund of tuition will be made according to the following schedule of withdrawals:

- During drop/add period, 75% of the tuition is refunded;
- During the first week of classes, 50% of the tuition is refunded;
- Tuition is not refunded after the first week of classes; and
- Refund policy does not apply during summer session. No refund of tuition is made for any withdrawal during summer session.

Financial Support for Re-enrolled courses

Students who re-enroll for any reason in any course shall not benefit from any financial support for the enrolled courses.

**ACADEMIC RULES
AND REGULATIONS**
(UNDERGRADUATE)

**YOUR
DEGREE,
FROM A TO Z.**



ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Student Classes

Students attending NDU who are not yet considered as being at the university level are classified as follows:

a.1. Class	Number of Credits Completed (on courses of 100 level and below 200 level)
Remedial/Intensive	0 credit
a.2. Class	Number of Credits Completed (on courses of 100 level and below 200 level)
Freshman	1–30 credits

- b. Undergraduate students in the Faculties of the FAAD and FE are classified as being in the 1st, 2nd, 3rd, 4th, or 5th year class, according to the number of credits completed as specified in their respective suggested programs.
- c. Undergraduate students in the Faculties of the FBAE, FH, FNAS, FNHS, and FLPS are classified as follows:

Class	Number of Credits Completed (on courses of 200 level or higher)
Sophomore	31–60 credits
Junior	61–90 credits
Senior	91 and more

Full-Time Students

Full-time undergraduate degree students are those who register for at least 12 credits, during the Fall or Spring semesters.

Part-Time Students

Part-time undergraduate degree students are those who register for less than 12 credits, during the Fall or Spring semesters. A part-time student does not qualify for financial assistance.

Special Students or Non-Degree Students

Undergraduate students who are taking courses at NDU for credits but not working toward a degree are considered Special Students or Non-Degree Students. Non-Degree Students shall be accepted on a semester-to-semester basis. Initial applications shall be made through the Office of Admissions and thereafter through the Office of the Registrar. Such students shall meet the academic standards required of degree students and shall neither be permitted to audit courses nor be qualified for any kind of financial aid.

Transfer Students

Credits transferred from institutions of higher education that are recognized by the Lebanese Ministry of Education and Higher Education (MEHE) are accepted provided that the Faculty and department concerned ensure that the credits accepted are applicable to the corresponding degree program and that a minimum grade of “C” was obtained. The accepted credit, however, does not count toward the student’s GPA at NDU. The criteria established by NDU regarding this policy are made available to students through its website and the University Catalog.

Depending on the Faculty, a transfer student is required to complete at least 30 or 45 credits at NDU in order to be eligible for a degree, while the remainder of the credits that are taken at other institutions of higher education can be transferred if they satisfy the criteria of the Faculty and department concerned. Exceptionally, transfer students who want to join the Faculty of Engineering (FE) / Bachelor of Architecture can receive credit for NDU courses listed under the GER, core requirements, and free elective categories of the NDU Contract Sheet. In order to ensure that students have achieved the required outcomes and objectives specified by the department concerned, the FE reserves the right not to give transfer credit for courses listed under the major requirements category even if students have taken similar courses at the institution they previously attended.

Freshman students are considered ineligible for transfer.

Auditors

An auditor is an individual who has been admitted to course(s) while satisfying the requirements for admission to this course as deemed appropriate. He or she is required to pay 75% of the course(s) tuition. Once an auditor is registered, he or she cannot change his or her status back to credit. Grades and credits will not be given for auditing course(s) and hence cannot be counted for enrollment certification, and for financial aid purposes.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Class Hours

Usually, classes are held Monday thru Friday; however, some classes may be held on Saturday. During semesters, classes start at 8:00 a.m.; however, some 4-credit courses may start at 7:30 a.m. For summer sessions, classes start at 8:00 a.m.

Attendance Policy

Students should attend all classes. A pattern of absences may affect a student's grade substantially. The Class instructor, in full coordination with the Department Chair, is the direct authority responsible for the implementation of the Attendance Policy. The SAO only validates absences related to University events, travel, or medical excuses upon need and only when requested by the Department Chair. The student is responsible for the material presented during his or her absence. The maximum number of absences for classes that meet on MWF is 6 and for those that meet the TTH and in Summer is 4, (or 2 hours per credit course). Any student whose absences exceed the maximum limits shall automatically be unofficially withdrawn from the course, unless he or she withdraws.

Examinations and Quizzes

All courses normally have written final examinations. Such examinations are not required in seminars, field work, internship programs, studio courses and senior projects, but the instructor concerned may choose to give one.

As to quizzes and progress tests, instructors shall give a minimum of 2 per course. If, for a legitimate reason acceptable to the instructor of the course, a student misses a quiz, he or she should arrange for a make-up with the instructor of the course within a maximum period of two weeks from the date assigned for that quiz. Final examinations shall count for a maximum of 40% of the final grade. Those exams should be comprehensive by nature. The remaining 60% account for quizzes, progress projects, tests, term papers, and other requirements as specified by the respective department. A minimum of 40% of the course evaluation should be known by students prior to the official withdrawal deadline.

Different sections of the same course must be given a common departmental final examination.

Final Examination Make-Up

If a student misses a final examination for a legitimate reason, he or she should make arrangements for a make-up examination with the instructor of the course and the Department Chairperson. If permission is granted, the student shall pay the University a make-up final examination fee of LBP 200,000. Consequently, the final examination make-up shall be taken no later than the 8th week of the next academic semester if a grade of incomplete "I" is submitted to the registrar. In the case where the Office of the Registrar does not receive a change of grade within the set period, a grade of "F" shall be given for that course.

Graded Final Examination Paper

The graded final examination papers of a course offered during a given semester or the summer session must be submitted to the Department Chairperson concerned within 72 hours from the scheduled date of the final examination of that course. These papers must be kept at the department concerned for at least one semester along with a copy of the course syllabus, final examination, and its solution.

Final Grades

A course's final grades should be submit to the Office of the Registrar 72 hours after the scheduled date of the examination for that course. The instructor should submitted online the final grades to the Department Chairperson who will in turn submit them to the respective Faculty Dean for final approval.

Record Book or Blue Book

The original Record/Blue Book of the courses taught by a faculty member during a given semester or the summer session must be submitted to the Department Chairperson concerned within 72 hours from the latest scheduled date of the final examination of his or her courses. This book shall be kept at the department concerned for at least one academic year, with a copy of it signed by both the faculty member concerned and his or her Department Chairperson shall be submitted to the office of the Faculty Dean concerned.

Transcripts

Upon request, students can obtain an official transcript or a student copy transcript from the Office of the Registrar within two working days. Transcripts cannot be issued to students who have a financial account pending with the University.

Change of Grade

Once a student's grade for a course for which he or she is enrolled during a given semester or the summer session is approved by the Faculty and processed by the Office of the Registrar, it shall be final in the absence of justified circumstances, such as evidence of human error in calculation, recording, visual oversight, or confusion in the names of students or course sections.

Under justifiable circumstances, to change a grade, the instructor of the course should fill in and sign a Change of Grade Form, which can be obtained from the Office of the Registrar. All supporting documents including the instructor's record book should be attached to the form. Once the Department Chairperson approves the new grade, it is forwarded to the Faculty Dean for final action, and then resubmitted to the Office of the Registrar.

Only under force majeure would a student's case be considered beyond those five days. The student may petition for re-evaluation of his final grade in a particular course.

No case will be considered after a lapse of one semester.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Change of Provisional Grade

Changes made to the provisional grade “I” and “PR” should be done within an allotted period otherwise the Registrar’s Office will directly convert the grade to “F”. The “I” grade must be changed by the end of the 8th week of the following semester and the “PR” grade must be changed by the end of the following semester.

Grades for Repeated Courses

Students must repeat courses for which they got a grade of “F”, “UW”, or those courses for which they did not get the required passing grade set by the Department or Faculty concerned, in the case where these courses are required in the major. Students must repeat these courses immediately the next time they are offered. Students may also repeat a course for which they got a grade below “C”. For a repeated course, only the last grade, whether higher or lower, will be computed into the GPA. The other grades are kept on the student’s transcript. A course may be repeated only twice. A student who fails to pass a course for the third time will have to comply with the instructions of the Dean concerned. The letter “R” will be placed on the student’s transcript next to the course being repeated.

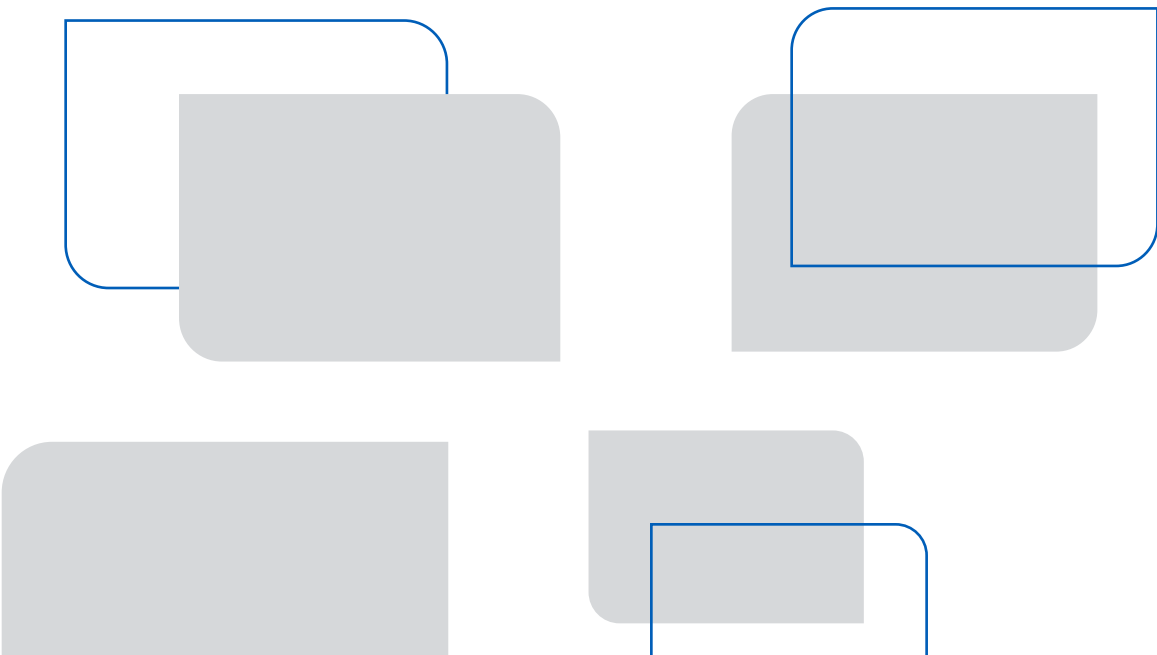
Grades upon Change of Major

1. Upon approval of change of major, all grades on transferable or non-transferable courses taken by a student in his or her old major/area of concentration remain part of his or her official transcripts. Unlike the transferable grades, the non-transferable ones are not computed in the student’s GPA for the new major and are not counted toward the total number of credits required for graduation for the new major. A student cannot ask for a non-transferable course to be computed back in his or her GPA.
2. The students who benefited from the above rule (#1) cannot return to their old major, and cannot request to have their major changed again to any major which requires a non transferable course grade, which was deleted from his or her GPA.

System of Grades

The University uses the following system of grades. This system consists of letter grades with their corresponding numerical ranges (i.e. percentage equivalent and the 4.0-point maximum).

Grade	Description	Quality Point Value	Percentage Equivalent
A+	Outstanding	4.0	97-100
A	Excellent	4.0	93 - 96
A-	Very Good	3.7	89 - 92
B+	Good	3.3	85 - 88
B	Good	3.0	80 - 84
B-	Good	2.7	77 - 79
C+	Satisfactory	2.3	73 - 76
C	Satisfactory	2.0	70 - 72
C-	Passing	1.7	66 - 69
D+	Passing	1.3	63 - 65
D	Lowest Passing	1.0	60 - 62
F	Failure	0.0	0 - 59



W | Unofficial Withdrawal

The grade “**UW**” is assigned by the instructor when a registered student has never attended a class or has ceased attending and has not submitted an official course withdrawal request to the Registrar’s Office. This grade is computed as an “**F**” grade in the GPA.

W | Official Withdrawal

The grade “**W**” indicates withdrawal without academic penalty. This grade is issued by the Registrar’s Office only to students submitting an official course withdrawal form by the scheduled deadline. The grade “**W**” is not computed in the student’s GPA and may not be changed to any other grade under any circumstances.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

PR | Progress, Re-enroll

The grade “**PR**” is a provisional grade, and hence it is not computed in the student’s GPA. It is used to reflect progress on continuing research efforts for the senior study or the senior research or design project until it is completed. If this provisional grade is unresolved by the end of the following semester, the Registrar’s Office will automatically convert it to the grade of “**F**” and it will be computed in the student’s GPA.

U | Audit

The grade “**U**” indicates that the individual was an auditor or listener in the course. This does not have any quality point value, and hence it is not computed in the student’s GPA. Neither the credits nor a written statement can be given for a class audited, and no instructor is authorized to admit anyone as an auditor to any of his or her classes unless the individual has registered as such.

I | Incomplete

The grade “**I**” is a provisional grade, and hence it is not computed in the student’s GPA. It indicates that the student has for good and justified reasons not completed all course requirements, but there is a reasonable expectation that he or she will successfully complete it. If this provisional grade is unresolved by the end of the 8th week of the following semester, the Registrar’s Office will automatically convert it to the grade of “**F**”, and will then be computed in the student’s GPA. However, students, who are out of attendance in the semester following the one in which the course was taken, have one year to complete the work. Degree candidates should be aware that an “**I**” grade received during the last semester in any of the courses required for graduation will automatically result in the postponement of graduation.

P | Pass

“**P**” indicates a passing performance in a course taken in a Pass/No Pass. The credits if any will be added to the number of credits passed, but will not be included in the average. It has no quality points.

NP | No Pass

“**NP**” indicates a failing performance in courses taken on a Pass/No Pass basis. No credits will be added to the student’s record, nor will the average will be affected. It has no quality.

Grade-Point Average

The Grade-point-average (GPA) or index is the ratio of the total quality point values divided by the number of the credit hours attempted by the student, as shown below.

Course Number & Designation	Grade Earned	Credit Hours Attempted	Quality Point Values	Total Quality Point Values
ARB 211	B+	3	× 3.3	= 9.9
BAD 425	A	4	× 4	= 16
HUT 305	D	3	× 1	= 3
MAT 215	F	3	× 0	= 0
CSC 200	C-	1	× 1.7	= 1.7
		14	1.7	30.6

The GPA of the five courses would then be: $\frac{30.6}{14} \cong 2.19$

which is equivalent to a grade of “**C**”. Students are expected to know how to compute their own GPA. Courses with a grade of “**W**”, “**U**”, “**PR**”, or “**I**” are not counted in computing the cumulative GPA. The same applies to all transfer courses. Hence, grades for work done at institutions other than NDU are not included in the GPA. Only courses and credits may be transferred. Thus, the cumulative GPA is an average of all the credit hours attempted by the student at NDU.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Academic Standing

There are 4 kinds of academic standing for an undergraduate student at NDU:

Good Academic Standing

An undergraduate sophomore student is deemed in good academic standing if his or her cumulative GPA satisfies any of the following cases:

Cumulative GPA	# of Undergraduate Credits
At least 1.5/4.0	1 cr. – 12 cr.
At least 1.75/4.0	13 cr. – 24 cr.
At least 2.0/4.0	25 cr. or more

Academic Probation

An undergraduate student will be on academic probation if his or her cumulative GPA satisfies any of the following cases:

Cumulative GPA	# of Undergraduate Credits
Less than 1.5/4.0	1 cr. – 12 cr.
Less than 1.75/4.0	13 cr. – 24 cr.
Less than 2.0/4.0	25 cr. or more

Academic Suspension

An undergraduate student placed on academic probation for three consecutive semesters will be placed on academic suspension (i.e. third probation is the suspension) irrespective of whether he or she is registered or not. If the third semester of probation happens to be the first (i.e. Fall) or second (i.e. Spring) semester of the academic year, the student is granted one more semester for the removal of suspension.

Students placed on suspension may consider the following options:

1. The student may register, upon the written approval of his or her Academic Advisor, in a number of courses at other accredited institutions of higher education. The credits for the courses completed with a grade of “C” or better may be transferred, as appropriate, toward the requirements of his or her degree at NDU. The grades and GPA for these courses, however, shall not be transferred.

OR

2. The student may petition to the Dean of his or her Faculty to reconsider the suspension decision. The Dean will, then, determine the final status of the student in the light of the GPA obtained:
 - If the Cum. GPA is 1.79 or lower the student will be placed on academic suspension in his or her Faculty but may, nonetheless, register in another Faculty at NDU following due procedure;
 - The suspension may be withheld if the Cum. GPA is 1.8-1.99. The student is given another chance to obtain good standing.

Academic Dismissal

An undergraduate student is dismissed from the University if he or she fails to maintain good academic standing either during the semester immediately following reinstatement from academic suspension or after the student had been granted permission from the Faculty Dean to have the suspension removed but failed to do so.

If the student’s semester GPA is at least 1.5/4.0, 1.7/4.0 or 2.0/4.0, and his or her cumulative GPA is still below 2.0/4.0, the student is granted another extra semester. If at the end of this semester the student still fails to be in good academic standing (cumulative GPA), he or she will be dismissed.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Academic Recognition

There are two kinds of academic recognition:

1. Dean's Honor List:

Full-time students who obtain a semester GPA of 3.20/4.00 or higher with no incomplete grades, during a given semester are placed on the Dean's List for that semester. These students are invited to attend the Dean's Luncheon held in their honor.

2. Graduation with Distinction:

An undergraduate student with high academic achievement will graduate with:

- Cum Laude (Distinction), if the cumulative GPA falls between 3.20/4.0 and 3.49/4.0;
- Magna Cum Laude (High Distinction), if the cumulative GPA falls between 3.50/4.0 and 3.79/4.0;
- Summa Cum Laude (Highest Distinction), if the cumulative GPA is 3.80/4.0 or above.

Such distinctions appear on the student's transcript and degree. A transfer undergraduate student is only eligible for these distinctions if he or she has completed at least 60 credits at NDU.

Academic Integrity

Students are expected and encouraged to be honest and to maintain the highest standards of academic integrity in their academic work and assignments at the University. They shall refrain from any academic dishonesty or misconduct including, but not limited to:

- Plagiarism; that is, the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Also, paraphrasing, summarizing, as well as direct quotations are considered as plagiarism, if the original source is not properly cited;
- Cheating;
- Assisting in cheating;
- Substituting a student in the taking of an examination;
- Substituting examination booklets;
- Submitting the same work for more than one course and the like;
- Submitting papers written by others;
- Receiving or providing unauthorized help or assistance in any academic work or assignment;
- Intentional violation of program and degree requirements and regulation as established by the University; and
- Dishonest reporting of computational, statistical, experimental, research, results, or the like.

Penalties for Academic Dishonesty

Committing any academic dishonesty or misconduct will definitely subject the student(s) to serious academic penalties including; but not limited to:

- Failure in an assignment or a course;
- Suspension from the University for the remainder of the semester. The student will receive from the Registrar, a notice forbidding him/her, for the specified semester to occupy any portion of the University premises, and denying him/her all University privileges, including class attendance. Suspension becomes effective immediately upon receipt of the notice. There is no refund of fees for the semester in which the action is taken, but any fees paid in advance for a subsequent semester are refunded. Following the expiration of the term of suspension, the student shall be enrolled under probation for one regular semester or Summer session;
- Suspension for additional period. The total duration of the suspension should not exceed one academic year;
- Dismissal from the University. The student will receive from the Registrar a written notice which permanently terminates his/her student status. The same policy will be followed regarding notification and the refund of fees as in the case of suspension.

Reporting Academic Dishonesty

If an instructor has reason to believe that a student has committed an act of academic dishonesty, he/she must inform the student and discuss the circumstances of the matter with him/her. The instructor shall also consult with his/her Chairperson and take the appropriate action. The Chairperson shall inform the student's advisor in writing about the accident and the action taken. The student will receive a copy of that letter. If the Chairperson believes the misconduct deserves suspension or dismissal from the University, he/she should forward the case to the Dean. If the student wants to challenge the action, he/she can appeal by petitioning to the University Student Affairs Committee through the Registrar.

ACADEMIC RULES AND REGULATIONS (UNDERGRADUATE)

Change of Major

1. Within a Faculty

To be eligible for a change of major within the same faculty, the student must meet the requirements for admission to the new major. He/She must submit a petition for change of major provided by the Registrar's Office. The request for the student's admission is considered by the new department and by the dean concerned. After approval, the petition is sent to the Registrar's Office for implementation.

2. From a Faculty to a Faculty

A student moving into another Faculty within the University is considered as a new student by the new Faculty. The student is required to fill in a petition form for a change of major provided by the Registrar's Office and signed by the Business Office and by his/her advisor. The form is to be submitted to the Registrar's Office, which in turn will send the form to the University Admission Committee.

3. By University Action

A student will be asked to change his/her major for any of the following reasons:

- If he/she is on probation and fails at the end of a semester or summer session in two or more of his/her major and/or core courses;
- If he/she fails to pass a major course after having repeated it twice.

Deadline for Submission of Change of Major

The deadline for submission of the petition for change of major for both categories is:

- The last Friday of December month for the Spring semester;
- The last Friday of June month for the Fall semester.

Graduation Requirements

Degree Requirements

Students are required to fulfill the following requirements in order to be eligible for a bachelor degree:

- Completing all required credits for the degree.
- Fulfilling satisfactorily all course requirements for the degree as well as remedial/intensive courses given upon admission.
- Fulfilling all other admission requirements.
- Maintaining at least a 2.0/4.0 cumulative GPA for the degree.
- Satisfying the residency requirements for the degree.
- Maintaining the required minimum cumulative GPA for the major and core courses required for the degree, as specified by the concerned Department.
- Maintaining good academic discipline.
- Settling all accounts with the University.

These conditions must be met together with the degree requirements in effect during the semester of the student's first registration at NDU. This shall also apply to reinstated students. However, readmitted students must meet the degree requirements in effect during the semester of their readmission, unless their readmission letter states otherwise. Students who do not have the required cumulative GPA of 2.0/4.0 for the degree and/or the required cumulative GPA for the major and core courses required for the degree, but yet have completed all other requirements, may repeat up to 5 courses, as approved by the Academic Advisor, to meet the required numerical level(s).

A woman with long brown hair, wearing a white t-shirt and blue jeans, is pushing a man forward. The man has a beard and glasses, wearing a white t-shirt and dark jeans. They are both in a forward-leaning, pushing posture. The woman is smiling and looking at the man. The background is a plain white surface.

**OFFICE OF
STUDENT AFFAIRS**

**WE PUSH
YOU
FORWARD.**

OFFICE OF STUDENT AFFAIRS

The SAO at NDU is a service-oriented unit. It provides a number of activities and services to complement the academic work of students and help them fulfill their full potential. This office creates healthy physical, social, personal, moral, and cultural environments to ensure that students can make the most of their university experience.

Department of Financial Aid

Objectives

It is the University philosophy that students should not be denied the opportunity to further their university education because of limited financial resources. The Student Financial Aid Program was established to meet the goal of this philosophy by providing qualified students with financial aid regardless of color, race, gender, religion, nationality, or political affiliation.

NDU has created several types of financial aid programs to cater to the needs of new and current undergraduate students. The programs include:

For Current Students

Undergraduate students may apply for financial aid by filling out an application form, which can be obtained from the Financial Aid Office.

a. Work-Study Grants (WSG)

The Work-Study Grant (WSG) is a financial assistance for undergraduate students based on demonstrated need. The WSG is designed to assist full-time students with proven financial need to cover part of the cost of their education. Students who qualify as assistants are assigned to various University departments or offices. Placement is made based on capability, need, and job availability. Students will have to set a schedule for their working hours. The work schedule should not conflict with the class schedule of WSG recipients and should be signed by the supervisor and be approved by the Department of Financial Aid. The hourly rate for students on WSG is 4.5% of the actual rate per credit of each major. Students may receive up to 40% of his or her tuition fees through the WSG. Students eligible for a WSG will have the added benefit of developing their working skills as well as gaining a deeper sense of personal responsibility and accomplishment.

1. Eligibility:

- Demonstrate financial need;
- Have completed 12 credits at NDU (remedial credits not included);
- Have demonstrated academic potential (cumulative GPA, minimum 2.3/4.0); and
- Be enrolled as a full-time student with a minimum of 12 credits each semester except during the last semester before graduation when the number of credits may drop to nine (9).

2. Conditions:

Any student who has been granted a WSG will be covered for a full academic year (exclusive of summer session) except in the following cases where the student:

- Records a drop in GPA below 2.3/4.0;
- Receives a scholarship from another institution, exceeding 50% of tuition;
- Benefits from the Undergraduate Scholarship;
- Registers for less than 12 credits during each semester and less than 9 credits during the last semester at NDU;
- Does not fulfill the job requirements assigned by the Department of Financial Aid;
- Does not abide by the rules and regulations of the assignment; and
- It is revealed later that the information submitted is fallacious.

3. Procedures:

Undergraduate students may apply for financial aid by filling out an application form, which can be obtained from the Department of Financial Aid. Upon taking this application, the student should schedule an interview with a staff member at the Department of Financial Aid and submit the complete form along with the appropriate documents before the official deadline. Every semester, dates and deadlines for obtaining and submitting applications will be updated and posted on the NDU website and scheduled in the academic year calendar. All WSG applications must be submitted one semester in advance (for a Fall semester WSG, the application must be received by the Department of Financial Aid during the previous Spring semester). WSG applications must be renewed for every academic year before the official deadline of submission of application by filling a 'Renewal Form,' which can be obtained from the Department of Financial Aid. Students applying for the WSG may receive a home visit from representatives of the Department of Financial Aid. After the procedure is completed, the Financial Aid Committee will review each application carefully and give the appropriate decision. Applications that have missing documents will be considered incomplete and hence will not be studied.

For more information about the WSG, you may send an e-mail, call or visit the Department of Financial Aid.

3. Procedures:

Full-time students proving to have special skills, which none of the WSG students possess, may be employed for academic reasons for the duration of one semester upon the request of Faculty Deans. The Financial Aid Committee will determine the working hours and the hourly rate.

OFFICE OF STUDENT AFFAIRS

b. Grants

The Work-Study Grant (WSG) is a financial assistance for undergraduate students based on demonstrated need. The WSG is designed to assist full-time students with proven financial need to cover part of the cost of their education. Students who qualify as assistants are assigned to various University departments or offices. Placement is made based on capability, need, and job availability. Students will have to set a schedule for their working hours. The work schedule should not conflict with the class schedule of WSG recipients and should be signed by the supervisor and be approved by the Department of Financial Aid. The hourly rate for students on WSG is 4.5% of the actual rate per credit of each major. Students may receive up to 40% of his or her tuition fees through the WSG. Students eligible for a WSG will have the added benefit of developing their working skills as well as gaining a deeper sense of personal responsibility and accomplishment.

1. Grant for Excellence:

Students demonstrating excellence in sports, artistic, cultural, and social activities, and representing the University in national and international contests could benefit from a grant ranging from 10 to 15% of tuition as determined by the Financial Aid Committee upon the recommendation of the Dean of Students. To be eligible for a sports grant, the student has to: Join a sports team at NDU; Complete 12 credits at NDU (remedial credits are not included); Be enrolled in 12 credits each semester and in at least 9 credits during the last semester; and Maintain a minimum cumulative GPA of 2.00.

2. Sibling Grant:

NDU provides a family discount when there are two or more siblings enrolled simultaneously. Students can benefit from the Sibling Grant starting their first semester.

a. Eligibility:

To attain eligibility status, the student must:

- Be enrolled as full-time student with a minimum of 12 credits except during the last semester before graduation when the number of credits may drop to 9 credits;
- Maintain a minimum cumulative GPA of 2.00; and
- Be enrolled in a regular Undergraduate Program (Intensive, Freshman, and Masters students are not eligible to benefit from Sibling Grant).

b. Conditions:

- If eligible, two siblings enrolled at the same time in the University will benefit from a 15% discount each; three or more siblings will be entitled to a 25% discount each.
- In case of financial need, eligible siblings will have the possibility to raise the percentage given to a maximum of 40% by applying to the WSG during the dates scheduled in the academic calendar.
- A Sibling Grant candidate who receives: 25% scholarship will benefit from 15% Sibling Grant, 50% scholarship will benefit from 10% Sibling Grant, 75% scholarship will no longer benefit from sibling grant.

c. Procedure:

Students must submit the Sibling Grant form and attach it to a copy of their Family Status Record. The form can be obtained from the Department of Financial Aid, during the first week of each semester. Dates and deadlines are posted on the website and scheduled in the academic calendar. Siblings will benefit from the discount as long as they are eligible. They do not have to renew their application unless a new sibling is enrolled for the first time with them.

c. Undergraduate Scholarship

The Undergraduate Scholarship is awarded to students with high academic standing and according to the following scale:

Cumulative GPA from 3.40/4.00 to 3.65/4.00	25% Scholarship
Cumulative GPA from 3.66/4.00 to 3.79/4.00	50% Scholarship
Cumulative GPA from 3.80/4.00 to 4.00/4.00	75% Scholarship

a. Eligibility:

To attain eligibility status, the student must:

- Have completed 12 credits at NDU (remedial credits are not included);
- Be enrolled in 12 credits each semester except during the last semester before graduation when the number of credits may drop to nine (9); and
- Have demonstrated academic excellence by maintaining a high cumulative GPA (3.40/4.00 and above).

b. Procedure:

If a student meets the above criteria, he or she does not have to apply, and will automatically benefit from the discount on tuition fees. The scholarship amount will be automatically calculated and will appear on his or her SIS payment details.

The Undergraduate Scholarship is granted as long as the cumulative GPA of the student is above 3.4, and provided the credit eligibility is maintained.

OFFICE OF STUDENT AFFAIRS

For New Students

a. Financial Aid Upon Admission

This program offers Financial Aid to students starting their first semester at NDU. Students eligible to receive this form of Financial Aid must prove they have a financial need and should have good academic records during their final three years at school. The percentage of the Financial Aid offered upon admission may range between 20% and 40%. The amount of aid granted will cover two consecutive semesters, excluding the Summer session. Once accepted in this Financial Aid program, the student will have to complete an assigned number of working hours.

1. Procedure:

A new student who wishes to apply for Financial Aid Upon Admission must obtain in person an Application Form from the Department of Financial Aid and schedule an appointment for an interview. The presence of one of the students' parents is mandatory during the interview. The student will be informed of the supporting documents pertaining to Financial Aid Upon Admissions during the first interview. Dates and deadlines for obtaining the Application Form for Financial Aid Upon Admission will be updated and posted on the University website, and scheduled in the academic year calendar. New students should submit their applications and supporting documents by the appropriate deadline, as per the application schedule table. All parts of the financial aid application must be completed. Questions in any part that are not answered and completed properly will jeopardize the application processing.

Only complete applications, including all required documents, will be processed. Applicants are strongly urged not to wait until the last minute, since filling the application and preparing all the required documents may take time. A delay in the application may negatively impact the amount and nature of the applicant's aid. The results will be issued before the registration period.

1. Eligibility:

To attain eligibility status, the student must:

- Be a sophomore student;
- Register on a full-time basis (a minimum of 12 credits);
- Prove that he or she does not benefit from any other form of financial assistance; and
- Pass all the courses with a minimum GPA of 2.3 in the first semester.

In the case where the student fulfills 12 credits, excluding remedial, with a GPA of 3.4 and above during the first semester, he or she becomes eligible for the Undergraduate Scholarship. Based on this, the highest percentage of the financial support is adopted.

1. Conditions to Maintain Financial Aid for the Next Academic Year:

- The student should register on a full-time basis;
- The student should have completed 12 credits excluding remedial courses;
- The student should have a minimum Cumulative GPA of 2.3 to maintain eligibility for WSG; and
- The student should renew his application for the WSG at the Department of Financial Aid during the second semester.

NB: A new student can only benefit from the financial support with the highest percentage.

b. Scholarships Upon Admission

Academic Excellence Scholarship is awarded to newly-admitted students in the first academic semester and covers 25% or 50% of the tuition fees, based on their composite score, which is a combination of their school grades and SAT scores/ Entrance Exams. This Scholarship applies to students accepted during the Early Admission and Regular Admission II and may be renewed in subsequent semesters based on the required cumulative GPA.

1. Eligibility:

- The new student who achieves excellent academic performance based on the composite score required in the major of choice; and
- The new student should not be placed in remedial courses, excluding ENL 110.

2. Procedure:

- No Application is required. The Office of Admissions compiles the list to be approved by the Vice President for Finance (VPF); and
- The student should submit his or her school grades one day before the Regular Admission II Entrance Exam.

3. Conditions to Maintain Financial Aid for the Next Academic Year:

- The student should register on a full-time basis
- The student maintains a minimum Cumulative GPA of 3.8 (75%), 3.66 (50%) and 3.4 (25%); and
- The student completes 12 credits excluding remedial courses.

In the case where a student fails to maintain the Academic Excellence Scholarship to the next semester, he or she may apply for the WSG. The results for the Academic Excellence Scholarship will be issued with Regular Admission II Entrance Exam results.

OFFICE OF STUDENT AFFAIRS

c. Bacc Part II Scholarship

This scholarship is awarded to newly-admitted students in the first year and covering 50% (Good) or 75% (Very Good) of the tuition fees, based on the student's Lebanese or French Baccalaureate exams results. The scholarship may be renewed in subsequent semesters based on the required cumulative GPA.

1. Eligibility :

A new student who wishes to apply for Financial Aid Upon Admission must obtain in person an Application Form from the Department of Financial Aid and schedule an appointment for an interview. The presence of one of the students' parents is mandatory during the interview. The student will be informed of the supporting documents pertaining to Financial Aid Upon Admissions during the first interview. Dates and deadlines for obtaining the Application Form for Financial Aid Upon Admission will be updated and posted on the University website, and scheduled in the academic year calendar. New students should submit their applications and supporting documents by the appropriate deadline, as per the application schedule table. All parts of the financial aid application must be completed. Questions in any part that are not answered and completed properly will jeopardize the application processing.

Only complete applications, including all required documents, will be processed. Applicants are strongly urged not to wait until the last minute, since filling the application and preparing all the required documents may take time. A delay in the application may negatively impact the amount and nature of the applicant's aid. The results will be issued before the registration period.

1. Eligibility:

To attain eligibility status, the new student must:

- Obtain 14/20 score on their Lebanese or French Baccalaureate Part II exam (50%); and
- Obtain 16/20 score on their Lebanese or French Baccalaureate Part II exam (75%).

3. Procedure:

- No Application is required;
- Automatically awarded to eligible students;
- The Office of Admissions compiles the list to be approved by the Vice- President for Finance (VPF);
- The new student receives a confirmation letter of the awarded percentage once he or she submits the Bacc Part II certificate maximum one week before the second payment; and
- The applicant will not be eligible for scholarship if the Bacc Part II certificate is not submitted on time.

3. Conditions to Maintain the Bacc Part II Scholarship for the Next Academic Year:

- The student should register on a full-time basis;
- The student maintains a Cumulative GPA of 3.8 (75%), 3.66 (50%) and 3.4 (25%); and
- The student should have completed 12 credits, excluding remedial courses.

In the case where a student failed to maintain his Bacc Part II Scholarship, he or she may apply for the WSG.

d. SAT Scholarship

This scholarship is awarded to newly-admitted students in the first semester and covers 50% of the tuition fees based on their SAT scores results. This scholarship may be renewed in subsequent semesters based on the required cumulative GPA.

1. Eligibility:

- The new student should obtain a 1200 (Redesigned SAT) score; and
- The new student should not be placed in remedial courses, excluding ENL 110.

2. Procedure:

- No Application is required;
- Automatically awarded to eligible students;
- The Office of Admissions compiles the list to be approved by the Vice-President for Finance (VPF); and
- The new student receives a confirmation letter of the awarded percentage once he or she submits the SAT exams results.

3. Conditions to Maintain the SAT Scholarship for the Next Academic Year:

- The student should register on a full-time basis;
- The student should maintain a Cumulative GPA of 3.8 (75%), 3.66 (50%) and 3.4 (25%); and
- The student should have completed 12 credits excluding remedial courses.

In the case where a student failed to maintain the SAT Scholarship, he or she may apply for the WSG.

NB: A new student can only benefit from the financial support plan with the highest percentage. Re-enrollment Policy Students, who re-enroll, for any reason, in any course, shall not benefit from any financial support for the re-enrolled courses.

For more information, kindly e-mail the Department of Financial Aid: financialaid@ndu.edu.lb

OFFICE OF STUDENT AFFAIRS

Department of Social Security

The Department of Social Security serves as the liaison between students and the University's National Social Security Funds (NSSF). Membership in the NSSF is required by law for all Lebanese students, excluding freshman and special students, and students that are older than 30 years. Getting the NSSF clearance is a prerequisite for all students prior to registration at the beginning of every academic year.

For Current Students

Returning students under the age of 30 who are sophomores, juniors, seniors, graduate, and who:

a. benefit from any of those governmental health plans:

- إفادة من مركز التبعية الرسمي وليس من مركز العمل
- صندوق تعاونية موظفي الدولة تعاضد القضاة
 - اساتذة الجامعة اللبنانية
 - البلديات
 - صندوق الوطني للضمان الاجتماعي
 - الجمارك
 - Exception) السلك العسكري (صورة عن البطاقة المجددة)

must:

- Fill out Form **B** (تصريح استفادة)
- Attach an original statement from the local office they (or their parents) belong (إفادة من مركز التبعية الرسمي), which certifies their benefit
- Attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

b. benefit from

(أنظمة القوى الأمنية (الجيش، الأمن الداخلي، الأمن العام، أمن الدولة، والجمارك)

must:

- Fill the Form **B** (تصريح استفادة)
- Attach a photocopy of their benefit card; (صورة عن البطاقة الصحية المجددة)
- Attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

N.B: The procedure is repeated at the beginning of every academic year.

c. Have stopped benefiting from a governmental health plan (mentioned above) while at NDU must:

- Fill out Form **A1** (تصريح عن طالب جامعي) and Form **A2** (تعهد عدم استفادة)
- Attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year

d. Do not benefit from any governmental health plan (mentioned above) while at NDU and are enrolled for the second consecutive year or more at NDU must:

- Verify their cleared status through the SIS program prior to payment at the Bank and registration procedure fulfillment

Filling out Form **C** (إعلام عن طالب مسجل) is the responsibility of the Department of Social Security - Office of Student Affairs.

Thus, students who are registered at the NSSF as NDU students and who did not report any change of status, are not required to pass by the Office of Student Affairs. Their coverage by NDU will be automatically renewed for a fee of LBP 202,500 payable along with their tuition fee at the bank. If, however, any change of status takes place (new work, new NSSF coverage, etc.) students are required to inform the Department of Social Security. Students who did not complete this step are held totally responsible for any problem that might arise due to an incomplete NSSF file.

- Returning students who reach the age of 30 years old are exempted from presenting any official document and have to fill Form **B** (تصريح استفادة)

Students will not be able to register if they do not submit the required documents at the Department of Social Security at the Office of Student Affairs.

Students can pick up their appropriate forms from the Department of Social Security at the Office of Student Affairs or from the NDU website (www.ndu.edu.lb).

For New Students

New students who:

a. Do not benefit from any governmental health plan

must:

- Fill out Form **A1** (تصريح عن طالب جامعي) and Form **A2** (تعهد عدم استفادة)
- Attach a photocopy of the Family Status Record (إخراج قيد عائلي) not older than one year

b. Benefit from any governmental health plan

must:

- Fill out Form **B** (تصريح استفادة)
- Attach an original statement from the local office they (or their parents) belong to (إفادة من مركز التبعية الرسمي), which certifies their benefit
- Attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

OFFICE OF STUDENT AFFAIRS

New students accepted as Intensive English or freshman (Arts, Sciences) are not exempted from NSSF benefit obligations.

After fulfillment of any of these two levels' requirements (Intensive or freshman) and before registration of their regular courses, students are requested to pass by the Department of Social Security - Office of Student Affairs to present documents required for Clearance like any other regular NDU student. New students accepted as Foreigners (non-Lebanese students) are exempted from NSSF benefit obligations but they are still entitled to clearance procedure (NR- non-Lebanese). New students (transferred) who benefit from the NSSF through their former university for one or more consecutive years, must submit their NSSF number and if not they must:

1. Fill out the Form **C** (إعلام عن طالب مسجل)
2. Attach Receipts (per Academic year) or Administrative Statement in Arabic from the former university
3. Attach a photocopy of their Family Status Record (إخراج قيد عائلي) not older than one year

New students (transferred) willing to register for the Spring Semester and having NSSF clearance as beneficiary from the previous university for the Fall Semester of the current Academic year must submit their NSSF number and if not they must:

1. Fill out the Form **B** (تصريح إستفادة)
2. Attach a Receipt or Administrative Statement in Arabic from their former university
3. Attach a copy of their Family Status Record (إخراج قيد عائلي) not older than one year

Students can pick up the appropriate Forms from the Department of Social Security - Office of Student Affairs or from the NDU website (www.ndu.edu.lb)

On forms **A1, A2, B, C**, the statement, and the photocopy of the Family Status Record (إخراج قيد عائلي) students must write on the top:

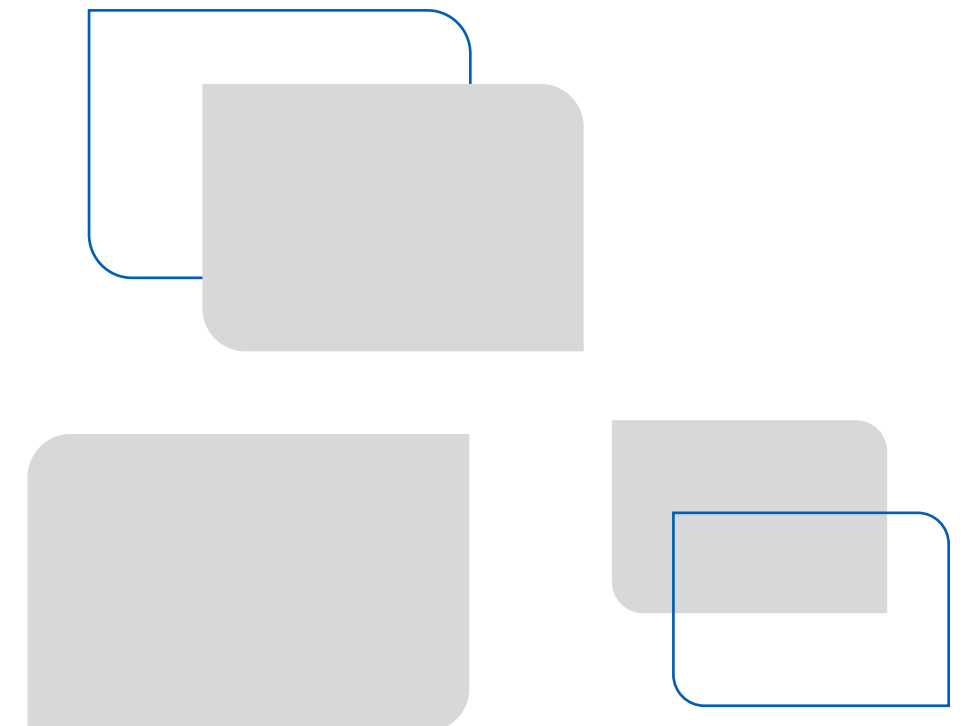
1. I.D. number as it appears on the letter of admission
2. Major
3. Date of birth (D.O.B.) as it appears on the I.D. (الهوية)

The NSSF covers 80% of medication, radiology, and 90% of hospitalization. It is a governmental requirement from every student.

The **governmental health plans** approved by the National Social Security Fund (NSSF) are limited to the following ONLY:

- صندوق تعاونية موظفي الدولة تعاضد القضاة
 - اساتذة الجامعة اللبنانية
 - البلديات
 - صندوق الوطني للضمان الاجتماعي
 - الجمارك
 - Exception) السلك العسكري (صورة عن البطاقة المجددة)
- إفادة من مركز التبعية الرسمي وليس من مركز العمل

For more information, kindly contact the Department of Social Security on 09-208805, 09-208000 (ext: 2114) or e-mail, nssf@ndu.edu.lb.



OFFICE OF STUDENT AFFAIRS

Department of Counseling and Health

Counseling Services

The Counseling Services at NDU provides students with short-term counseling and crisis intervention services. Anxiety, depression, behavioral troubles, conflicts, communication problems, phobias, and other ailments are treated with professionalism, absolute respect, and extreme confidentiality.

Counseling services are accessible to all enrolled students who need them.

Find out more about this service at the Medical House or by contacting the medical staff on 09-208809, 09-208000 (ext.: 2049) or e-mail medicalhouse@ndu.edu.lb.

Health Services

NDU provides all its students with a variety of health services and primary care visits at the NDU Medical House located at the SAO building.

- a. The following tests are mandatory for all new students before registration period:
 - Blood cell count;
 - Blood grouping;
 - Serology HIV;
 - Hepatitis B;
 - Hepatitis C;
 - Chest X-ray; and
 - Tuberculosis test.
- b. Medical tests, for new students, are administered at the NDU Medical House. Dates of such are posted on the website and communicated through SMS with new students.
- c. Medical tests, for new students, are administered at the NDU Medical House. Dates of such are posted on the website and communicated through SMS with new students.

The University physician is available on a daily basis, Monday thru Friday, from noon till 2 p.m. at the Medical House and is on call for assistance and free consultations 24/7. The University nurse is available daily between 8:00 a.m. and 4 p.m.

Serious cases are referred to the nearest hospital.

All students with medical ailments have to contact the NDU physician for examination within 48 hours of their sickness/injury. Medical excuses will not be recognized by the Faculties unless they are validated by the NDU physician.

For more information, kindly contact the medical staff on 09-208809, 09-208000 (ext.: 2049) or e-mail medicalhouse@ndu.edu.lb.

Insurance Policy

NDU students who are injured when practicing any kind of activity within or outside University premises are insured for up to US\$ 1,000. Students should visit the Medical House during regular working hours to fill out the appropriate form.

If the accident occurs outside working hours, students should visit the Medical House at a later date to complete the procedure.

The insurance coverage is an addition to the NSSF coverage. For more information please contact the medical staff on 09-208809, 09-208000 (ext.: 2049) or e-mail medicalhouse@ndu.edu.lb or visit the Medical House.

Department of Student Life

Authorizing Absences

The *Attendance Policy* at NDU stipulates that: Students should attend all classes and laboratory sessions on time. Absences, whether authorized or not, even if below the maximum number (specified below), may alter one's grade substantially. The SAO alone authorizes absences. No absence absolves a student from responsibility regarding the material presented during his or her absence. The maximum number of absences permitted in classes that meet on MWF days is 6 and on TTH days, and in the summer session, is 4. Any student whose absences exceed the maximum limit shall automatically be considered as having failed the course unless the student withdraws.

The Department of Student Life follows up with students facing attendance problems and investigates every case closely and accurately under the Dean of Students' supervision.

Students who miss classes or evaluations for medical reasons should contact the University physician within 48 hours of their sickness. Those who miss classes or evaluations for non-medical reasons should visit the Department of Student Life with sufficient evidence to justify the absence and secure an excuse.

OFFICE OF STUDENT AFFAIRS

Tutoring Program

The Department of Student Life assists in managing the SAO Tutoring Program in coordination with the Department of Financial Aid. The tutoring program permits students to become better learners by offering them a variety of options to supplement their academic experience, such as free one-on-one tutoring in selected courses. On the other hand, tutors gain experience and strengthen their academic skills.

International Student Services

The International Student Services program provides support for international students at NDU. It helps them to integrate within the NDU community and build relationships with other students. International students are urged to visit the SAO upon arrival and on a regular basis.

For more information, kindly contact the department on 09-208000 (ext.: 2045) or e-mail sao@ndu.edu.lb

Student Housing

The Student Housing facility provided by NDU is a student service dormitory located on campus.

NDU Student Housing provides and promotes a living environment that is conducive to learning and encourages residents to use all available housing resources. The Student Housing facility offers a safe, well-maintained, and reasonably priced residence for NDU students. Students can benefit from a host of services such as laundry, equipped kitchen, TV room, study room, and Internet access. A front desk clerk is always on duty to provide assistance. A nurse is on call every night in case of emergency.

The NDU dormitory complex is comprised of two segregated wings, female and male, which can accommodate more than 400 students on campus.

Reservations

Applications for on-campus housing are made through the Student Housing Office, SAO. Students and their parents/guardians are asked to pass by the Student Housing Office, to learn about dorm rules and regulations and visit the housing facility.

For more information, kindly contact Student Housing on 09-208000 (ext.: 2982) or e-mail studenthousing@ndu.edu.lb.

The fees per semester and per accommodation facility are as follows:

a. Block A (Female), (Prices in U.S. Dollars)

	Fall / Spring	Summer
Shared accommodation	1,700	600
Single accommodation	2,400	850
The deposit for any accommodation is 400		

b. Block B (Female) & C (Male), (Prices in U.S. Dollars)

	Fall / Spring	Summer
Shared accommodation	1,000	350
Single accommodation	1,500	550
The deposit for shared accommodation is 200		
The deposit for single accommodation is 300		

c. Block D - Off Campus (Male), (Prices in U.S. Dollars)

	Fall / Spring	Summer
Shared accommodation	1,250	430
Master accommodation	1,575	525
Single accommodation	1,950	650
The deposit for any accommodation is 400		

Extra fees for Block D: The resident has to pay the bill of electrical consumption (generator and EDL) on a monthly basis.

OFFICE OF STUDENT AFFAIRS

d. Resident Desk Assistant

A resident desk assistant is a trained student leader, selected for one semester, and whose term is renewed by the Student Housing manager for satisfactory performance for a maximum of three consecutive semesters. The student desk assistant is assigned to help the front desk staff member perform all their duties.

e. Resident Assistant

A resident assistant is a trained student leader, selected for one semester, and whose term is renewed by the Student Housing manager for satisfactory performance for a maximum of three consecutive semesters. The resident assistant is assigned to supervise students living on his floor in the Student Housing. He or she is available to help the Student Housing Administration with issues related to student life and to ensure that his or her floor is a safe, friendly, and supportive community for students.

Student Housing policies can be found on the following link
<http://www.ndu.edu.lb/about-ndu/administration/offices/student-affairs-office/student-housing>
and as an appendix at the end of the handbook.

Department of Athletics

The Department of Athletics at NDU encourages a healthy and active lifestyle through the provision of sports activities and gym facilities. Students may choose from a wide variety of sports activities, including: Basketball, Volleyball, Taekwondo, Aikido, Physical Fitness, Body Building, Tennis, Swimming, Soccer, Rugby, Futsal, Table Tennis, Chess, etc.

A multipurpose gym for fitness, martial arts, bodybuilding, and dancing is available for use by the NDU community at large.

Grants for Excellence: Join any of the sports activities, show professional sport ability, and you may receive a grant covering 10% or 15% of your tuition.

For more information, kindly contact the Department of Athletics on 09-208000 (ext.: 2563)
or e-mail sportdep@ndu.edu.lb

Department of Student Activities

With more than 30 clubs and societies at NDU, getting involved in University life cannot get any better! The Department of Student Activities assists students and clubs in preparing and organizing activities and events. Become an active member of any club or society to experience leadership, teamwork, success, and excitement through extracurricular activities at NDU.

For more information, kindly contact the Department of Student Activities on 09-208000 (ext.: 2043) or e-mail studentactivities@ndu.edu.lb.

Department of Community Service and Awareness

Definition of the CSA

The Department of Community Service and Awareness (CSA) was implemented at NDU as a subset of the Office of Student Affairs (SAO) the base of outreach for NDU students. It aims at providing students with opportunities to benefit their communities by working with non-profit organizations and by adopting, planning, and completing university-wide projects.

The NDU mission statement takes its spirit from the watchwords of the Blessed Virgin Mary, Mother of God: modesty, sacrifice, offering without limits, and working in silence. The CSA is then, from a university standpoint, an extension of this mission outside the University gates. It is also an affirmation of NDU's commitment to building generations that will act as vessels of social responsibility and to improving Lebanese society. The CSA, will provide a headquarters dedicated to community service for the students who want to be involved, and will expand in order to include as many students in the NDU spirit as possible. By implementing the CSA, NDU will contribute in optimizing the potential of the students by installing in them, ethics, faith, and values.

CSA Motto: Believing, Crossing, Achieving

a. Believing

At the heart of CSA activity lie several central beliefs. Each of us is inextricably linked to our environments, our country in the larger sense down to our families. A sense of responsibility comes with this link especially with the belief that each of us, students and staff, and with God's grace, has the potential of being a tool of positive change in our communities. The CSA also believes that each student has a unique talent, that there is room for everyone to contribute, each in his or her own way, and that all of these talents are equally valuable.

OFFICE OF STUDENT AFFAIRS

b. Crossing

Bridges are a central concern in the CSA work ethic. Bridges can bypass the deepest abyss. The CSA will consolidate already existing bridges in the form of non-governmental organization (NGO) activity and will pioneer new bridges in the form of the university's student-based projects. In addition, bridges are a team effort: a bridge is only as strong as the connections between its components. Finally, bridges form a bond between previously isolated locations. This aspect symbolizes that the efforts of the CSA will broach new channels of communication between NDU students and their communities. This relationship will be mutually beneficial and permanently alter the make-up of both parties.

c. Achieving

The nature of CSA activity is goal-oriented. It aims at providing real-life opportunities for students to actualize their potential in order to produce a qualitative change in the state of their communities. Perseverance in seeing a project through to the end will be emphasized. Difficulties will be anticipated during the course of student planning and overcome. Students will be able to follow up on the results of their projects to ensure that the improvement is maintained.

For more information, kindly contact the Department of Community Service and Awareness by e-mail: csa@ndu.edu.lb

Department of Career and Placement

Placement Services

The Placement Office provides employment opportunities by acting as a liaison between local and international firms, and NDU students and alumni. The office makes every effort to ensure that eligible students and alumni are provided with career opportunities that best suit their needs and skills. Select opportunities are listed on the NDU website enabling students and graduates to apply to those vacancies that match their aspirations.

The Placement Office also organizes events on campus to prepare students for employment. The office mentors candidates with regards to Resume drafting and prepares them for interviews. This office also oversees the annual Career Fair that brings together candidates with career providers from Lebanon and the region.

For more information, kindly contact the Placement Office on 09-208000 (ext.: 3212, 2463) or e-mail placement@ndu.edu.lb.

Internship Services

The Internship Office supports students in shaping their future career by providing them with various internship opportunities in addition to orientation, interview preparation sessions, CV review and one-on-one coaching sessions.

This close shadowing underlies the University belief that its students should enhance their interpersonal skills in alignment with their technical skills, so they will be ready to kick off their career in a competitive work environment.

For more information, kindly contact the Internship Office on 09-208000 (ext.: 2478) or e-mail: internship@ndu.edu.lb or nancy.elghoul@ndu.edu.lb.

Department of Academic Advising

NDU finds that sound academic advising is an integral part of a student's educational experience. Upon admission, all undergraduate students are assigned a Faculty advisor who will help them explore their program of studies and select appropriate courses and classes. The goal of the Academic Advising Office proactively assesses and assists undergraduate students facing academic difficulties with an understanding of academic rules and regulations, the campus resources available to them, and the requirements for graduation.

Students are invited to visit the Academic Advising Office whenever they need academic guidance. The staff members are available by appointment and by drop-in. Some concerns need a full appointment to resolve, others can be resolved quickly during a drop-in. Assistance may extend to academic advisors who can make use of the Office services

For more information, kindly contact the Department of Academic Advising on 09-208000 (ext: 2150).

NDU Model United Nations (MUN)

The MUN, an academic replication of the United Nations, is a student-led chapter, which aims to permit students to diplomatically resolve issues at the forefront of international relations. Its purpose is to model the best practices of collaboration, cooperation, and constructive debate. It educates participants about current events and topics in addition to assisting in creating new leaders and diplomats seeking to change the world. For more information, kindly contact the MUN Office on 09-208000 (ext.: 2048) or e-mail mun@ndu.edu.lb

Student Union (SU)

The Student Union (SU) is the official representative body of the NDU student population. Elections for choosing the SU members are held in the Fall semester of every academic year and are organized by the Office of Student Affairs in all three campuses. The SU's main mission is to promote student interests, needs, and welfare within the University. It helps to create a healthy atmosphere for students to express themselves in accordance with the rules, regulations, policies, and by-laws of NDU.

For more information, kindly contact the Student Union representative on studentunion@ndu.edu.lb



**YOUR CAMPUS
LIFE MADE
EASIER.**

CAMPUS SERVICES

CAMPUS SERVICES

Identification Card (ID)

The University Smart Identification Card identifies the cardholder as a current member of the NDU community. It is mandatory for all administrators, faculty, staff, and currently enrolled students, and must be carried at all times.

The ID card is the property of NDU; it must be presented upon the request of an appropriate University official, and may be revoked at any time by the University.

Cardholders may use the card to access various privileges and services throughout the campus, such as parking, dormitories, Library, etc.

Lost or stolen cards must be reported immediately to ID Card Services Office ext.: 2306.

Campus Parking

Parking permits are obtained from the Office of Parking Services at the beginning of every semester. Parking permits must be displayed correctly at all times (lower left side of the windshield). All vehicles are subject to University parking regulations while on campus. Any vehicle parked in violation of parking regulations is subject to being removed and impounded at the owner's expense.

The University assumes no responsibility for damage or loss of private property.

Students are required to abide by and respect the directions of the NDU Security personnel.

All parking enquiries are to be made at the Parking Services Office ext.: 2306.

Security Office

The security personnel are responsible for the enforcement of University rules and regulations.

The Security Office is responsible for campus safety, CCTV surveillance, fire systems, parking facilities and traffic circulation. Security officers make regular patrols on campus in order to promote a safe campus environment.

T: 09-208820 direct line.

T: 09-218950 ext.: 2222 ext.: 2252

Lost-and-Found

Articles found are to be turned in to the Office of Campus Services situated in the SAO building. Persons looking for lost items may inquire at the office or call ext.: 2539.

To claim an item, the person must clearly identify it. To help in recovering lost or stolen items, it is suggested that students put their names on their valuables. Items not claimed after sixty days will be considered abandoned.

Mail Office

The Mail Office is responsible for all incoming mail and its distribution on campus.

The office manages the assignment of student mailboxes and lockers.

Building: SAO building.

Extension: 2306



**SUPPORTING
YOU DAY
BY DAY.**

**ACADEMIC
SUPPORT SERVICES**

ACADEMIC SUPPORT SERVICES

Academic Support Services are managed by the Assistant Vice-President for Academic Support (AVPAS), who, on behalf of the VPAA, supervises the following academic support offices and units: University Libraries, Students Affairs, Admissions, and Registrar.

Libraries

NDU Libraries Mission Statement

The NDU Libraries strive to provide quality services by acquiring, organizing, preserving, and providing access to a variety of information resources. The Libraries, thereby, support the University mission to foster excellence in scholarship and lifelong learning, and to educate students to be future leaders who can exercise reason based upon knowledge.

Description

The NDU Libraries consist of the Mariam and Youssef Library at the Zouk Mosbeh Campus, the NLC Library at the Barsa Campus, the Shouf Library at the Deir el-Kamar Campus, and the Division of Continuing Education (DCE) Library at the Old Zouk Mosbeh Campus. The NDU Libraries are also responsible for maintaining and developing the research collections of the Benedict XVI Endowed Chair Library, the Center for Applied Research in Education (CARE) Library, the Ramez G. Chagoury Faculty of Architecture, Arts and Design (RC-FAAD) Room for Inspiration/Information/Ideas, the Institute for Lebanese Thought (ILT) Library, the Center for Research on Sustainable Development (CRSOD) Library, and the Lebanese Emigration Research Center (LERC) Library.

Recognizing that the Library is central to fulfilling the University mission, the NDU Libraries keep up-to-date with the latest publications relevant to the major programs of study through purchases and an active local and international gifts and exchange program. The Libraries welcome and encourage donations and institutional exchanges that support the University academic programs and the scholarly, teaching, and research interests of the NDU community. In addition, as a founding member of the Lebanese Academic Library Consortium (LALC) and the Lebanese Inter-library loan and Document delivery services Consortium (LIDS), the NDU Libraries actively collaborate with other Lebanese Libraries for the benefit of all.

The Mariam and Youssef Library provides access to a continuously expanding collection of core reference and circulating materials in print, manuscript, electronic, audio, visual, cartographic, and other appropriate formats. It also provides individual and group study space for more than 300 simultaneous users, an Information Commons with appropriate support and access to information and technology resources, and a classroom for Library instruction. The NLC Library, Shouf Library, and DCE Library provide access to a core collection of references, circulating materials, periodicals and electronic resources, in addition to providing space for quiet, individual study.

All NDU Libraries collections are searchable from the Library homepage which is accessible from the NDU website (<http://www.ndu.edu.lb>).

The NDU Libraries are open to all users, however, only NDU faculty, staff, students, and alumni are currently granted borrowing privileges. NDU Libraries guests and visitors are allowed to access and use the Library's resources within the confines of the Library only. Furthermore, NDU Libraries materials may be requested and borrowed from any campus library, regardless of where they are housed.

RC-FAAD Academic Support Facilities

FAAD studios are designed to meet the various needs of Architecture, Art and Design programs. The studios are furnished with professional drafting tables and are appropriately equipped to provide support to all Architecture, Design, and Fine Art courses.

MAC Computer Laboratory

Graphic Design and Fashion Design students have access to the up-dated Mac Computer Laboratory and the latest software to facilitate their performance.

Photography Laboratory

The Photography Laboratory is a place where Architecture, Design, and Art students, as well as other disciplines at NDU, learn how to capture still images, develop, print, and experiment with the techniques of digital and analog photography. The studios are professionally designed and equipped with the latest technology and darkrooms for experimented analog prints to provide hands-on learning experience and optimal working conditions under the supervision of qualified instructors.

Dorothy Salhab Kazemi - Ceramic Workshop

This Ceramic Atelier is equipped with two kilns and several wheel tables. Students can enjoy manual work with clay (slab, coil building, throwing, etc), and clay enamels powder glazing. The Ceramic Atelier has a terrace, overlooking pine trees.

Metal and Wood Workshop

The Metal and Wood Workshop has the necessary tools that will help Architecture, Interior Design, Graphic Design, and Fashion Design students in the creative process of their works. Its main purpose is to create a tangible approach to the methodologies of teaching between the theoretical and applied.

Silk Screen Printing Workshop

The Silk Screen Printing Workshop is equipped with the necessary tools that will help mainly Graphic Design students in the hands-on process of their work. Its main purpose is to create a tangible approach between the theoretical and applied methodologies of teaching. A movable types printing facility is also available in the same workshop.

Smart Rooms

Within FAAD premises, 23 classrooms are equipped with Active Boards Touch, and another 12 have LCD projectors.

Architecture Computer Workshop

Two Computer Workshops have been set up for the Architecture and Interior Design students; located within the Architecture studios. Both workshops are equipped with facilities, including 15 computers, an LCD projector and related projection screen. Each computer contains the latest versions of graphic software, in addition to Ecotect.

ACADEMIC SUPPORT SERVICES

Design Computer Workshop

Two fully equipped computer workshops have been developed in proximity to the studios for Graphic Design and Fashion design students. Both equipped with room facilities, including 19 G4 Mackintosh computers. Each computer contains the latest versions of graphic software.

Fashion Design Studio

The Fashion Design facilities consists of three studios, one studio with mannequins and large patternmaking tables, adjacent is a sewing studio with professional steam iron and sewing machines. Furthermore, a Mackintosh computer workshop is set-up to ensure a professional studio setting of digital illustration and patternmaking skills and hands-on execution. Students also have access to a catwalk installation and will produce fashion shows of their creations.

Music Department Facilities

The Music Department facility consist of three repetition halls equipped with projection facility and a piano, and 6 small practice rooms for a one-to-one music instrumentation practice. The halls and rooms are all acoustically isolated and outfitted with the most updated sound system.

Writing Center

Housed in the Faculty of Humanities (FH), the NDU Writing Center helps improve students' academic skills in English. The Center is open to all students and is staffed with experienced instructors from the Department of English and Translation. The Center offers workshops on topics ranging from effective writing techniques and time management to tips on avoiding plagiarism.

Students benefit from the Writing Center by scheduling a 30-minute appointment with an instructor to discuss a written assignment. Open daily, students can drop by in person or request an appointment by contacting the Center.

The Interpretation Laboratory

The Interpretation Laboratory at the FH serves students specializing in interpreting within the program of Translation. Newly refurbished in 2017, the lab is equipped with state-of-the-art equipment and interpretation booths for continuous student practice and simulation. Students listen, interpret, and record their voices using digital software for further instructor-provided feedback and analysis.

Engineering Laboratories

Engineering programs are supported by state-of-the-art laboratories serving the community at NDU and beyond. Qualified and dedicated staff and laboratory instructors manage these laboratories and workshops. The entire system is continuously updated to reflect the latest trends in testing facilities and to comply with the international standards in the field of accredited engineering education. The main objective is to expose future engineers to up-to-date practices and boost their practical skills to prepare them to enter a high-technology-oriented job market.

The Department of Civil and Environmental Engineering offers various laboratory courses to cover the main topics in the fields of concrete and pavement design, environmental engineering, mechanics of materials, soil mechanics, hydraulics, field surveying, and geophysical and engineering graphics. The department also secures highly accurate and professional testing facilities, such as spectrophotometry, strain gauging, triaxial testing, open- and closed-channel flow measurements, and total station applications. In addition, field equipment is available for in-situ testing, such as soil investigation, groundwater and surface water testing, and concrete quality control. Professional commercial testing as well as community services are also performed on a regular basis in the above areas.

The Department of Electrical, Computer and Communication Engineering has several laboratories, which support teaching in the areas of communication systems, electronic circuit design, including microprocessors and programmable logic controllers, instrumentation, electric machines, power electronics, control systems, and digital signal processing. The laboratories are also used by students for executing their engineering project designs and some units are being used for industrial testing purposes, such as an advanced anechoic chamber with its associated accessories.

State-of-the-art laboratory equipment is used in the Department of Mechanical Engineering for training purposes. The list includes a large wind tunnel for aerodynamics testing with a full PIV system, energy testing facilities (solar systems, combustion, etc.), turbomachinery testing systems (pumps, fans, Pelton wheel, turbines, etc.), airconditioning testing units (heating, cooling, refrigeration, etc.), engine testing facilities, mechatronics and instrumentation equipment, mechanical vibration benches, and mechanical components and systems. A full workshop made of a set of machine-tools, including a CNC machine, is used for student training and regular machining needs.

Advanced research-oriented laboratory facilities are being added on a regular basis to support the new graduate programs offered by the Faculty. Computational facilities are also on the list and various systems are being used to conduct high-level research in cooperation with international partners from both academia and industry.

ACADEMIC SUPPORT SERVICES

Science Laboratories

Biology Lab

The Biology Laboratory is equipped with many facilities, which support teaching and research across the biology curriculum. Disciplines supported include:

- Microbiology: Culture and analysis of viral, bacterial and parasitic species;
- Molecular Biology: DNA purification, analysis, and manipulation, with preliminary PCR facilities for DNA amplification. Other available equipment such as an electroporator, promote research studies that require electrotransformation or transfection of cells;
- Cell Culture: Preparation, culture and cryopreservation of animal cells;
- Plant Biology: Plant cell culture and analysis; and
- Histology: Histological assessment and histopathological examination of tissue samples.

Available equipment include microscopes (including a laser scanning microscope) and photomicrographic systems, biological safety cabinets, incubators, liquid nitrogen containers, diurnal growth chamber, autoclave, centrifuges, ovens, microtome, paraffin histoembedder, electrophoresis and blotting apparatus, thermal cycler (RT-PCR), flowcytometer, ELISA reader, chemidoc imaging system, and Rodent tail cuff blood pressure system, chromatography systems, in addition to an animal house, green house, and herbarium facilities.

Chemistry Lab

The Chemistry Laboratory provides a wide variety of facilities to support chemistry students and faculty members' research and teaching. Students are introduced to the fundamental quantitative, organic, and food analysis experimental methods through experiments in:

- Chromatographic analysis of alcohol content in beverages;
- Determination of nutrients, vitamins, and minerals in foods;
- Properties of enzymes;
- Browning reactions in foods;
- Spectrophotometric determination of analytes in different sample types;
- Water analysis; and
- Precipitation and complexation titrations.

In addition, an analytical unit houses a number of modern equipment such as UHPLC, GC/GCMS, FTIR, AA, etc., gas chromatograph, UV-visible spectrophotometers, digestion-distillation unit for nitrogen determination, solvent extraction apparatus, digital densimeter, electronic refractometer, pH meters, ion-selective electrodes, etc.

Geology Lab

Geology Laboratory courses are held in the Sciences Lab building and are supported by a varied collection of rock-forming minerals, including silicates, carbonates, sulfates, fluorides, and oxides, as well as a core collection of igneous, sedimentary, and metamorphic rocks. Additional teaching support of sample specimens is provided by the Stone Wing Museum, which houses a rich collection of minerals and archaeological items from Lebanon.

Physics Lab

The Physics Laboratory at NDU is a state-of-the-art teaching laboratory, offering computer controlled data acquisition and analysis as well as interesting experiments covering a wide range of topics in physics. Experimental work goes hand in hand with the theoretical physics courses at NDU. The physics lab is well equipped to allow students perform experiments that will help them understand the physical phenomena covered in the classroom. In many cases, the experiments follow closely the lecture courses leading to a better understanding of the physics.

Physics Lab

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Moussa and Farid Raphael Observatory

NDU has an on-campus observatory that houses an astronomical telescope with a 60-cm focal length and is equipped with a set of research-grade equipment, consisting of CCD cameras, filters, and spectrograph. It is the most hi-tech observatory in the Arab world, and its telescope is the largest in the Arab Middle East. His Excellency Ambassador Gilbert Chaghoury made the observatory possible through his generous donation to the University.

Meteorological Station

The Department of Sciences houses a meteorological station that provides climatic data for the Keserwan area. This station is supported by the L.A.R.I. society.

Tutoring Center

The tutoring center helps the students in remedial, freshman, and sophomore in math, biology, physics and computer science.

**OFFICE OF INFORMATION
TECHNOLOGY**

**INNOVATIVE,
SECURE,
RELIABLE,
SOLUTIONS.**



OFFICE OF INFORMATION TECHNOLOGY

The Office of IT provides high-technology services and state-of-the-art innovative solutions while building and maintaining a robust, reliable, and secure framework of IT infrastructure and support, of applications and software development, of network and security, and e-learning.

Goals

We strive to support the essential educational, research, and administrative goals of NDU through the development and delivery of computing and communication services to the University's faculty, students, and staff.

Goal for Faculty

Provide stronger links with faculty members in order to promote and facilitate their use of technology to support teaching and learning.

Goal for Students

Ensure that students have the necessary skills to take advantage of NDU's technological environment.

Goal for Staff

Provide staff members with the necessary technological tools that are current and reliable, so they can serve the NDU community effectively.

Equipment and Facilities

The administrative Computer Center is equipped with enterprise servers used for the Registrar, Library, and various Business and Administration applications, using the latest Data Base technologies.

For academic purposes, SUN and IBM Mini computers, Terminals, and X-Stations, operating under Unix, are used by Computer Science and Engineering students. A set of servers, operating under Unix, control the campus Internet and Intranet networks.

All Faculties have active computers running various platforms such as PC/Windows, PC/Linux, Sun/Solaris, and IBM/AIX. Unix workstations and Windows 2000 operating systems have transparent access to the Servers, and to one another through Network File System and Remote File System access.

The Main Campus Intranet is a fully interconnected, multimedia, multi-protocol infrastructure spanning well over 1 km of area networks and over 800 computers on the network. The new network is a routed, full duplex, fiber based, Gigabyte Ethernet backbone with Gigabyte Ethernet (1000 Mbps) links to all the major buildings. Network connection in offices and rooms are at 100 Mbps switched Ethernet.

A PowerPC and Macintosh network is connected to a variety of peripherals, and are available for Visual Arts students including: color laser printers, scanners and plotters.

Special classrooms are linked to the backbone network via communication lines and have local resources to allow the instructor an indoor on-line demonstration with illustrative materials projected during class hours. Students are required to put into practice the theoretical concepts and gain working knowledge during regular laboratory sessions scheduled individually for each course.

A man with dark hair and glasses is peeking over a large, blue speech bubble. He is holding the top edge of the bubble with both hands. The bubble has a white border and a small tail pointing to the right. The text "SMART SERVICES." is written in white, bold, sans-serif capital letters across the middle of the bubble. The background is white.

SMART SERVICES.

**DIVISION OF
AUDIO VISUAL ARTS**

DIVISION OF AUDIO VISUAL ARTS

The Division of Audio Visual Arts (DAVA) at NDU is a unit that handles all academic and technical audio-video matters related to students majoring in communication arts, advertising, and music. DAVA was created to help students execute their projects with the assistance of their academic instructors and professionals in the field.

DAVA is equipped with high-tech facilities including the Antoine Choueiri Radio & TV studios that consists of Radio Studio, TV studio, Acting Studio, Editing suites, Sound studio, projection room, computer labs (IBM and Apple) and a rich DVD Library. DAVA also hosts within its premises a newsroom and the NDU Choir Recording Unit.

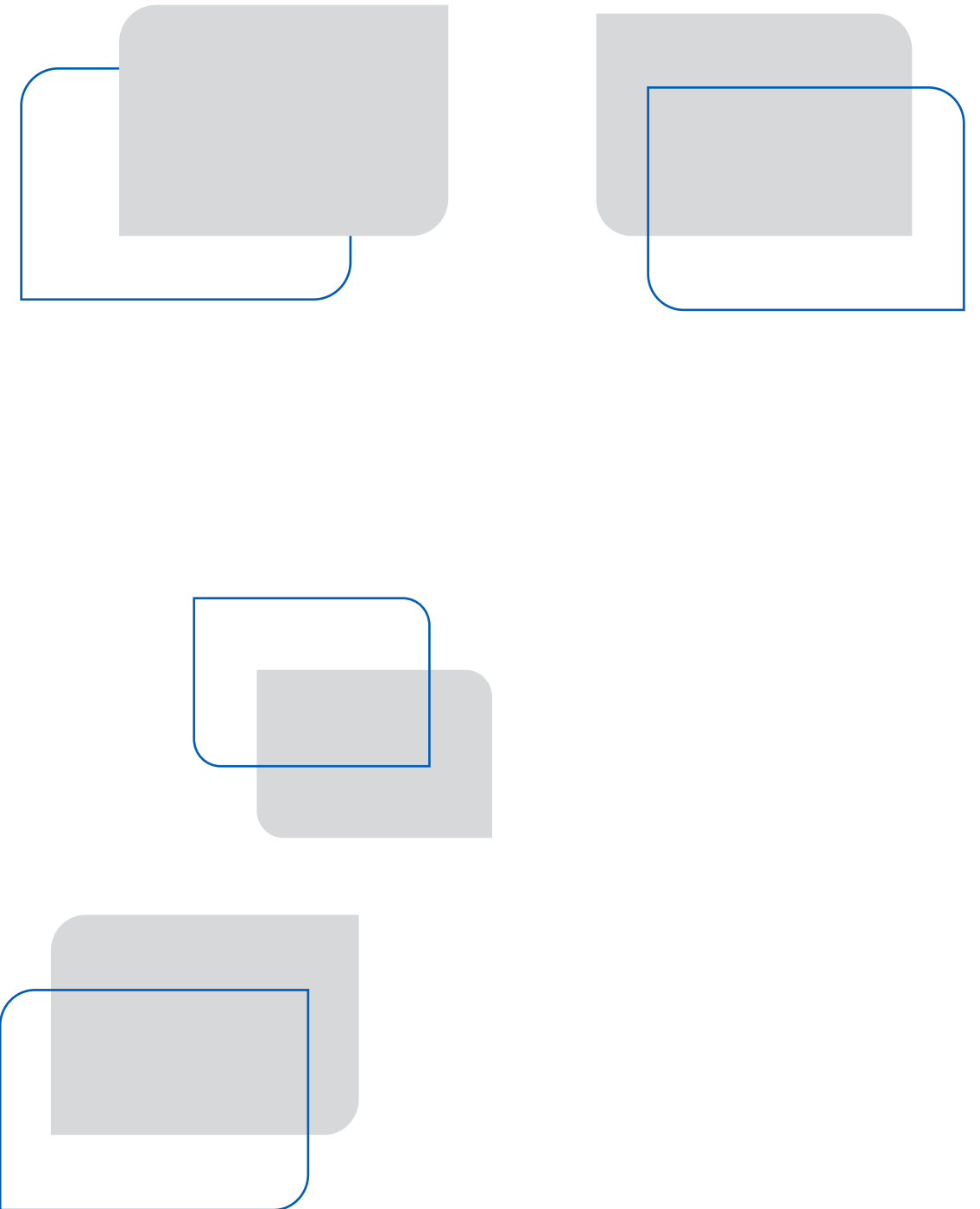
All facilities are high-tech and fully equipped, and are at the service of faculty, staff, and students.

Smart Rooms

The DAVA has four Smart Rooms that are fully equipped with computer hardware and software, LCD projector, DVD and Data players, and surround sound systems for film screenings.

DVD Library

Located in the Antoine Choueiri studios, the DVD Library includes more than 1,500 DVDs (films, documentaries, series, and others). All members of the NDU community may be given access to these films.



ACADEMIC CALENDAR

**MARK
YOUR
CALENDAR.**



ACADEMIC CALENDAR

2017-2018

Fall Semester 2017

Aug. 23-25	W-F	9:00 a.m.-1:00 p.m.	Orientation Sessions for New Students
Aug. 28-29	M-T	8:00-12:30/1:30-4:00	Registration Period (Advising and Registration for New Students and Returnees for Fall 2017)Confirmation Period for Continuing Students for Fall 2017
Aug. 30	W	7:30 a.m.	Classes begin
Aug. 30-Sep. 8	W-F		Application for Sibling Grant
Aug. 31	Th	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
*Sep. 1-3	F-S		Al-Adha: Holiday
Sep. 4	M	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
			Opening ceremony (Main Campus) for the academic year 2017-2018
			Opening ceremony (NLC) for the academic year 2017-2018
			Opening ceremony (Shouf Campus) for the academic year 2017-2018
*Sep. 22	F		Hijra New Year: Holiday
*Oct. 1	S		Ashoura: Holiday
Oct. 9-Nov. 17	M-F		Application for Work Study Grant-Current Students
Oct. 9-Nov. 30	M-Th		Financial Aid for New Students for Spring 2018
Oct. 26	Th	4:00 p.m.	Deadline for Spring and Summer 2017 Incomplete grades
Nov. 1	W		All Saints' Day: Holiday

Nov. 6-17	M-F	8:00 a.m. - 5:00 p.m.	Shadowing Days-Grade 12
Nov. 13	M		Monday classes do not meet; Wednesday classes meet
Nov. 13-24	M-F	8:00 a.m. - 4:00 p.m.	Advising & Early Registration period for Continuing Students-Spring 2018
Nov. 15	W	8:00 a.m. - 5:00 p.m.	Open Doors Main Campus-No Exams
Nov. 22	W		Independence Day: Holiday
Nov. 23	Th		Thursday classes do not meet; Friday classes meet
Nov. 28	T	9:00 a.m. - 5:00 p.m.	Open Doors Shouf Campus
*Nov. 30	Th		Prophet's Birthday: Holiday
Dec. 1	F		Friday classes do not meet; Thursday classes meet
Dec. 6	W	4:00 p.m.	Deadline for officially withdrawing from a course
Dec. 7	Th	8:00 a.m - 2:00 p.m	Entrance Examinations for Spring Semester 2018
Dec. 11	M	9:00 p.m.	End of Classes
Dec. 12-21	T-Th		Final Examinations Period
Dec. 22	F	12:00 p.m.	Christmas Mass
Dec. 22	F	9:00 p.m.	Christmas vacation begins
Jan. 6	Sat		Epiphany and Armenian Christmas: Holiday
Jan. 7	S	9:00 p.m.	Christmas vacation ends
Jan. 8	M		University Resumes

ACADEMIC CALENDAR

Spring Semester 2018

Jan. 10	W	9:00 a.m. - 1:00 p.m.	Orientation Sessions for New Students
Jan. 11-12	Th-F	8:00-12:30/1:30-4:00	Registration Period (Advising and Registration for New Students and Returnees for Spring 2018) Confirmation Period for Continuing Students for Spring 2018
Jan. 15	M	7:30 a.m.	Classes begin
Jan. 15-Jan. 23	M-T		Application for Sibling Grant
Jan. 16	T	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
Jan. 17	W		Saint Anthony's Day: Holiday
Jan. 18	Th	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
Jan. 20	Sat.	8:00 a.m - 2:00 p.m	Entrance examinations for Fall semester 2018
Feb. 9	F		St. Maroun's Day: Holiday
Feb. 12-23	M-F	8:00 a.m. - 5:00 p.m.	Shadowing Days-Grade 11
Mar. 5-May. 7	M-M		Application for Work Study Grant-Current Students
Mar. 5-June 29	M-F		Financial Aid for New Students for Fall 2018
Mar. 13	T	4:00 p.m.	Deadline for Fall Semester 2017 Incomplete grades
Mar. 17	Sat.	8:00 a.m - 2:00 p.m	Entrance examinations for Fall semester 2018
Mar. 25	S		Feast of the Annunciation: Holiday
			Easter Mass
Mar. 28	W	9:00 p.m.	Easter vacation begins
Apr. 9	M	9:00 p.m.	Easter vacation ends
Apr. 10	T	7:30 a.m.	Classes resume
Apr. 13	F	5:00 p.m - 7:00 p.m	Graduate Open House Shouf Campus
Apr. 16	M		Monday classes do not meet; Friday classes meet
Apr. 16-Apr. 27	M-F		Advising & Early Registration period for Summer and Fall 2018
Apr. 20	F		Open Doors - NLC
May 1	T		Labor Day: Holiday
May 2	W	4:00 p.m.	Deadline for officially withdrawing from a course
May 2	W	4:00 p.m - 8:00 p.m	Graduate Open House Main Campus

May 4	F		Founder's Day - Main Campus (Classes are not in session)
May 4	F		Founder's Day - NLC (Classes are not in session)
May 7	M	9:00 p.m.	End of classes
May 8-May 17	T-Th		Final Examinations Period
May 22	F		Founder's Day - Shouf Campus (Classes are not in session)

Summer Session 2018

May 23	W	8:00-12:30/1:30-4:00	Confirmation Period for Continuing Students for Summer 2018
May 24	Th	7:30 a.m.	Classes begin
May 28	M	8:00-12:30/1:30-4:00	Late Registration (Classes are in session)
May 29	T	8:00-12:30/1:30-4:00	Drop and Add (Classes are in session)
May 31	Th	8:00 a.m - 2:00 p.m	Entrance examinations for Fall semester 2018
*June 15-17	F-S		Al Fitr: Holiday
June 22	F	7:15 p.m.	Commencement: Conferring of degrees
July 3	T	2:00 p.m.	Deadline for officially withdrawing from a course
July 5	Th	9:00 p.m.	End of Classes
July 6-10	F-T		Final examinations period
Aug. 2	Th	8:00 a.m - 2:00 p.m	Entrance examinations for Fall semester 2018
Aug. 15	W		Assumption Day: Holiday

* Tentative dates

A man with dark hair and a beard is looking upwards and to the right. He is wearing a maroon shirt. A large blue speech bubble is positioned to his right, containing the text 'YOUR RIGHTS vs. YOUR DUTIES.' in white. Below the speech bubble, the word 'APPENDICES' is written in blue.

YOUR RIGHTS vs. YOUR DUTIES.

APPENDICES

APPENDICES

Appendix A: Student Housing Policies

<http://www.ndu.edu.lb/Library/Assets/Files/Documents/Policies/Student%20Housing%20Policy%202017.pdf>

Appendix B: Student Code of Conduct

<http://www.ndu.edu.lb/Library/Assets/Files/Documents/Policies/Student%20Code%20of%20Conduct.pdf>

Appendix C: Student Rights and Responsibilities Policy

<http://www.ndu.edu.lb/Library/Assets/Files/Documents/Policies/Student20Rights20and20Responsibilities20Policy.pdf>

Appendix D: Student Exchange Policy

<http://www.ndu.edu.lb/Library/Assets/Files/Documents/Policies/Student%20Exchange%20Policy.pdf>

Appendix E: Early Registration

<http://www.ndu.edu.lb/Library/Assets/Files/Documents/Early%20Registration%20Steps.pdf>

Appendix F: Attendance Policy

<http://www.ndu.edu.lb/Library/Assets/Files/Documents/Policies/Attendance%20Policy.pdf>



1 FAHED HALL
ADMINISTRATION
BUILDING
➤ OFFICE OF THE REGISTRAR
➤ BUSINESS OFFICE

PIERRE ABOU
KHATER HALL
➤ ABOU KHATER AUDITORIUM
➤ STONE WING MUSEUM
➤ LERC MUSEUM

2 BECHARA EL RAÏ
THEATRE
ISSAM FARES
AUDITORIUM

3 FRIENDS HALL
FAAD RAMEZ G. CHAGOURY
FACULTY OF
ARCHITECTURE,
ARTS & DESIGN

FBAE FACULTY OF
BUSINESS ADMIN.
& ECONOMICS

FE FACULTY OF
ENGINEERING

FH FACULTY OF
HUMANITIES

FLPS FACULTY OF
LAW & POLITICAL
SCIENCE

FNAS FACULTY OF
NATURAL & APPLIED
SCIENCES

FNHS FACULTY OF
NURSING & HEALTH
SCIENCES

4 MARIAM & YOUSSEF
LIBRARY

5 LABS

6 ANTOINE CHOUERI
STUDIOS

7 MOUSSA &
FARID RAPHAEL
OBSERVATORY

8 OFFICE OF
ADMISSIONS

9 OFFICE OF
STUDENT AFFAIRS

MEDICAL HOUSE

10 STUDENTS DORMS

11 ST AUGUSTIN
GUEST HOUSE

12 BOOKSTORE &
COPY CENTRE

CAFETERIA
RESTAURANT

GAS STATION

SECURITY
CHECKPOINT

P PARKING