

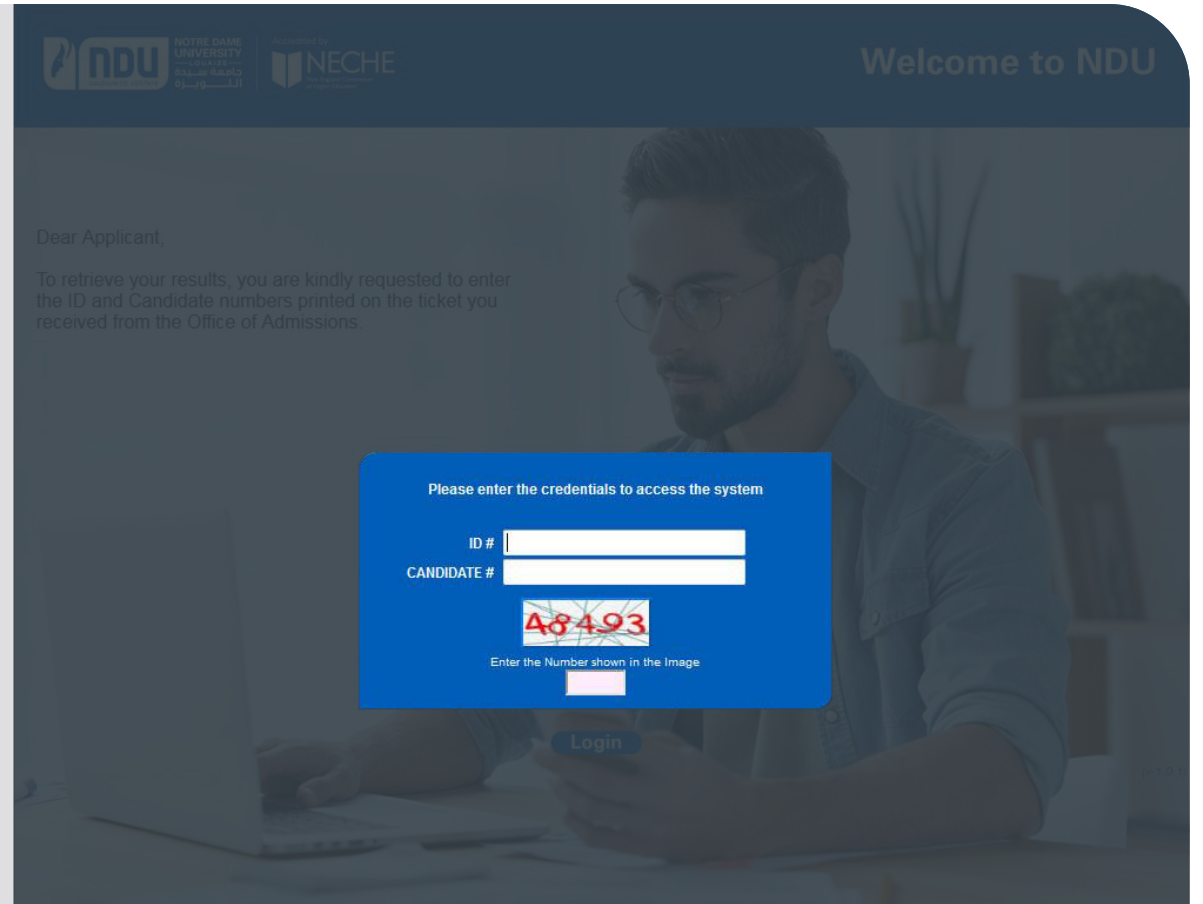
STUDENT INFORMATION SYSTEM (SIS) REGISTRATION GUIDELINES

SPRING 2021

New Students: How to retrieve your SIS credentials?

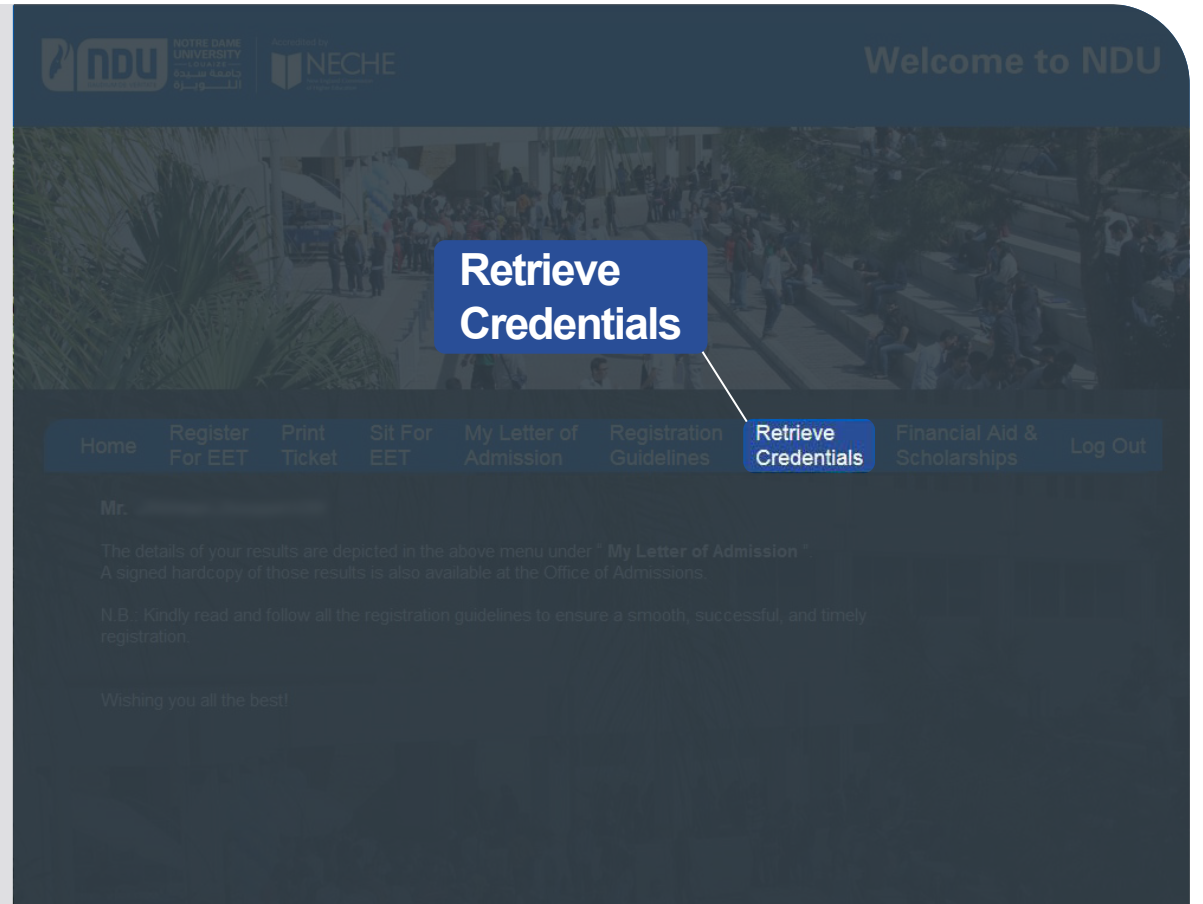
STEP 1

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



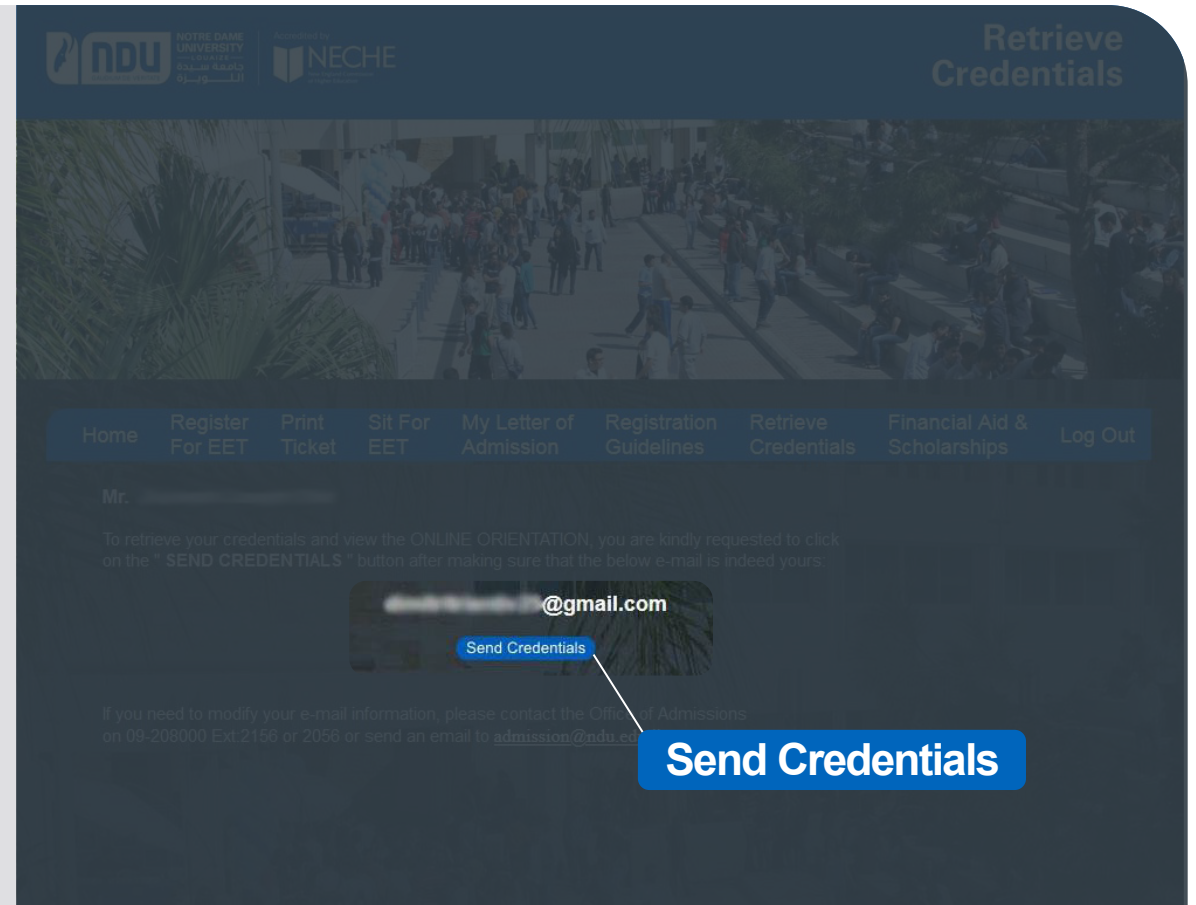
STEP 2

Click on
Retrieve Credentials



STEP 3

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



Retrieve Credentials

Home Register For EET Print Ticket Sit For EET My Letter of Admission Registration Guidelines Retrieve Credentials Financial Aid & Scholarships Log Out

Mr. _____

To retrieve your credentials and view the ONLINE ORIENTATION, you are kindly requested to click on the " SEND CREDENTIALS " button after making sure that the below e-mail is indeed yours:

_____@gmail.com

Send Credentials

If you need to modify your e-mail information, please contact the Office of Admissions on 09-208000 Ext 2150 or 2058 or send an email to admission@ndu.edu

Send Credentials



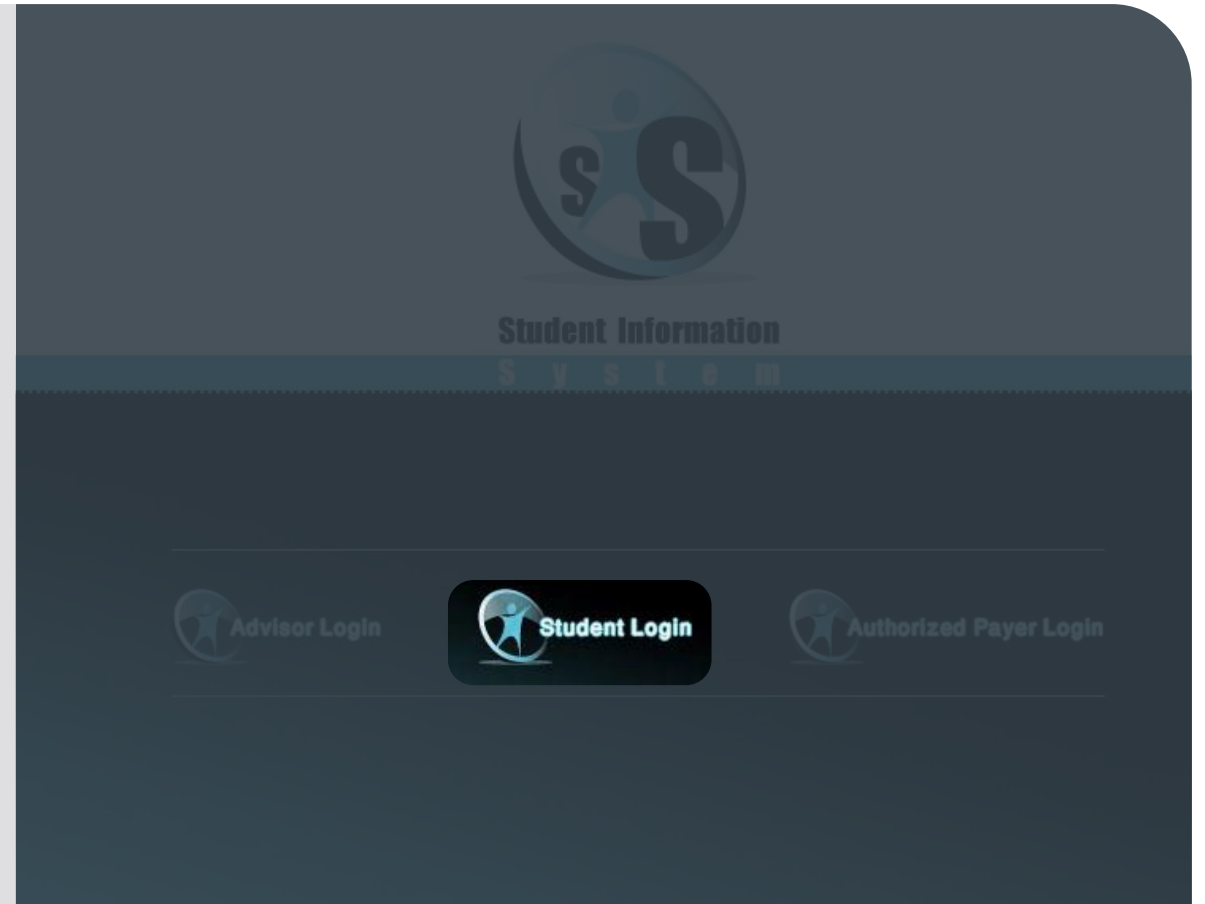
Registration Steps

All Students

STEP 4

Go to
[NDU Student
Information System](#)

Select
Student Login



STEP 5

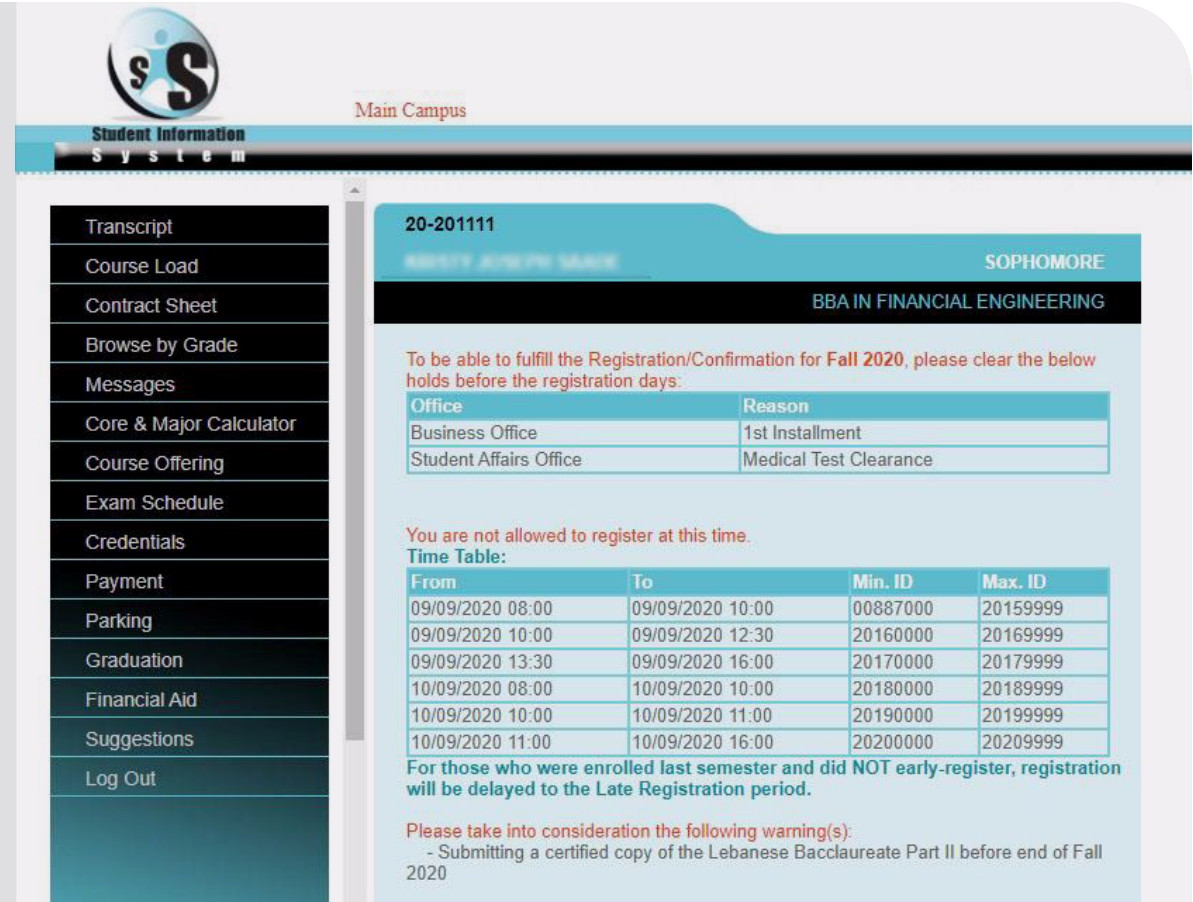
Once you login to the SIS and if you are not allowed to register, you will be redirected to this page.

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

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

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

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



Main Campus

Student Information System

20-201111

SOPHOMORE

BBA IN FINANCIAL ENGINEERING

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

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

You are not allowed to register at this time.

Time Table:

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

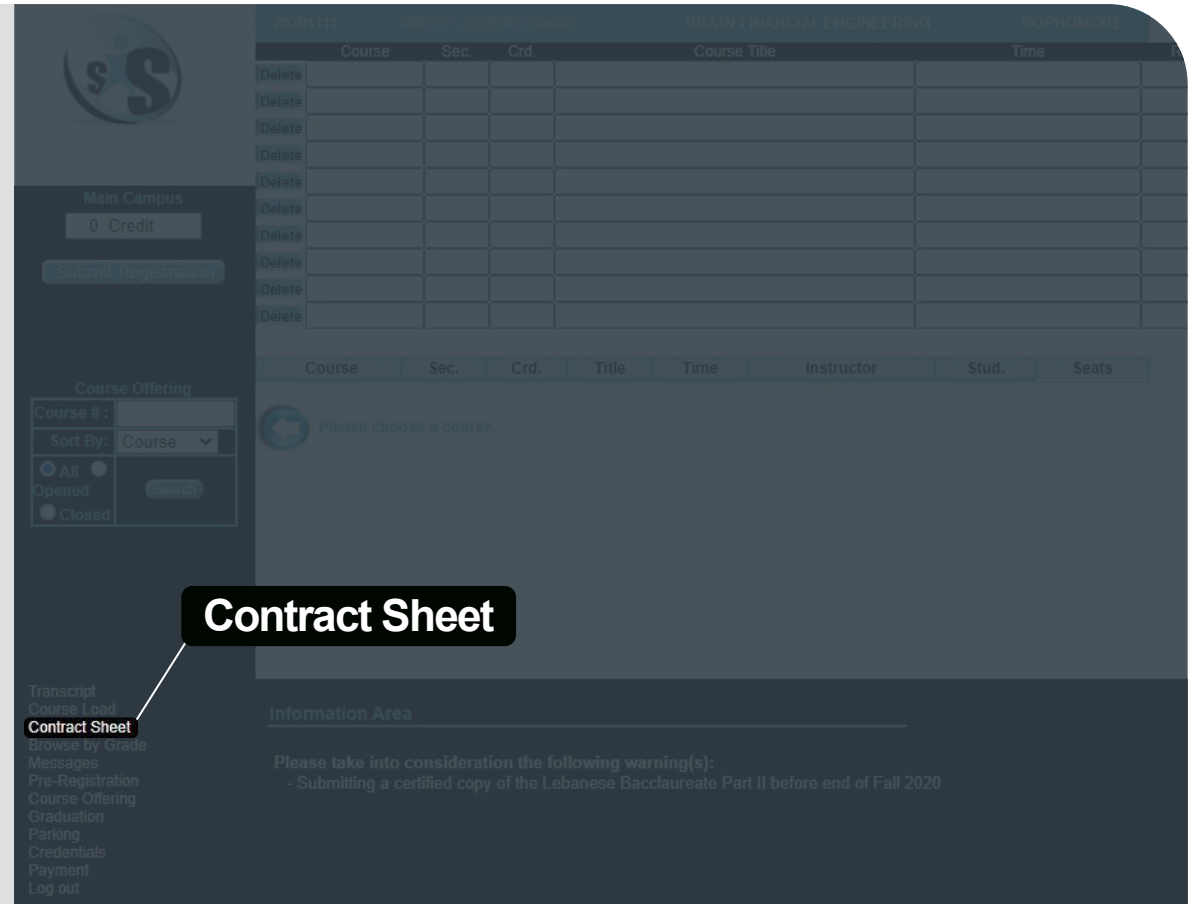
For those who were enrolled last semester and did NOT early-register, registration will be delayed to the Late Registration period.

Please take into consideration the following warning(s):

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

STEP 6

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



Contract Sheet

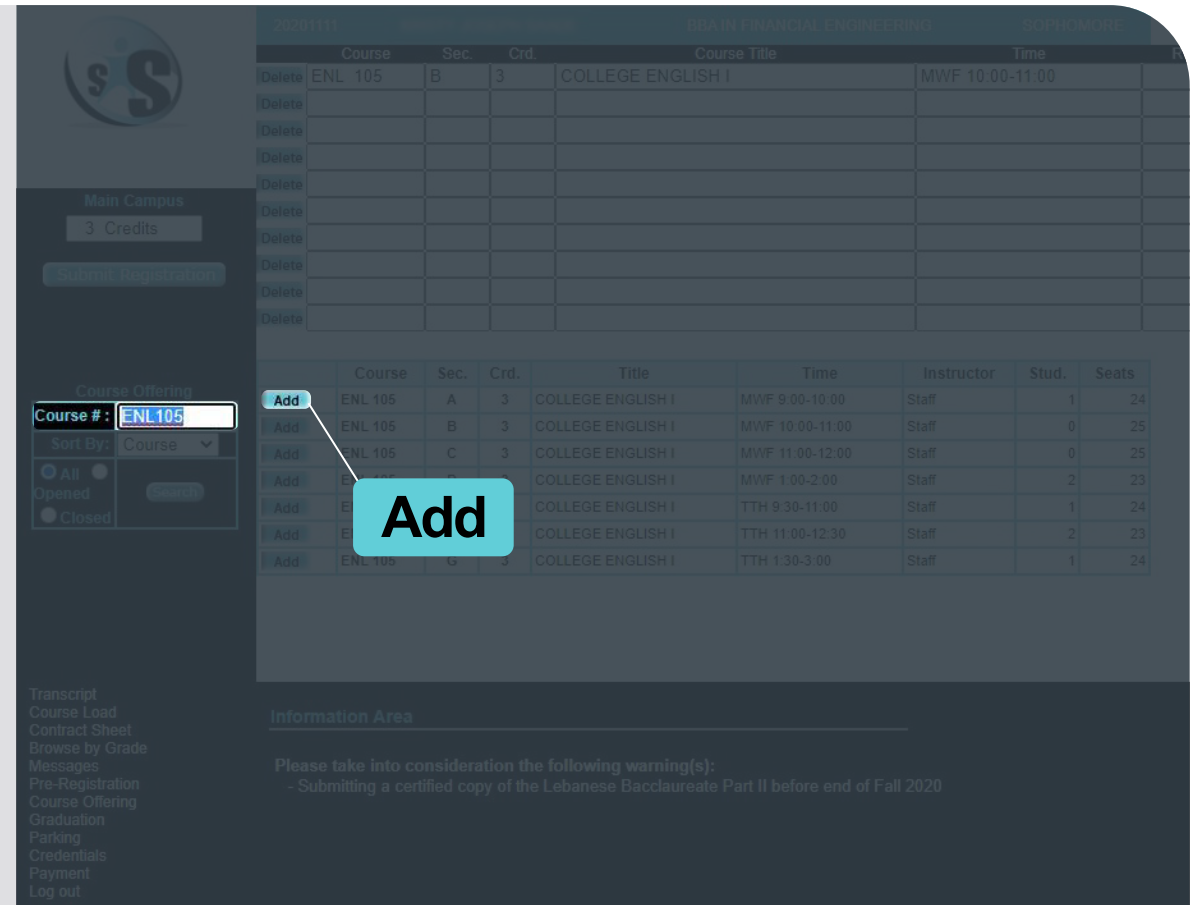
Information Area

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

STEP 8

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

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



20201111

BBA IN FINANCIAL ENGINEERING

SOPHOMORE

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

Course Offering

Course #: ENL105

Sort By: Course

All
Opened
Closed

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

Information Area

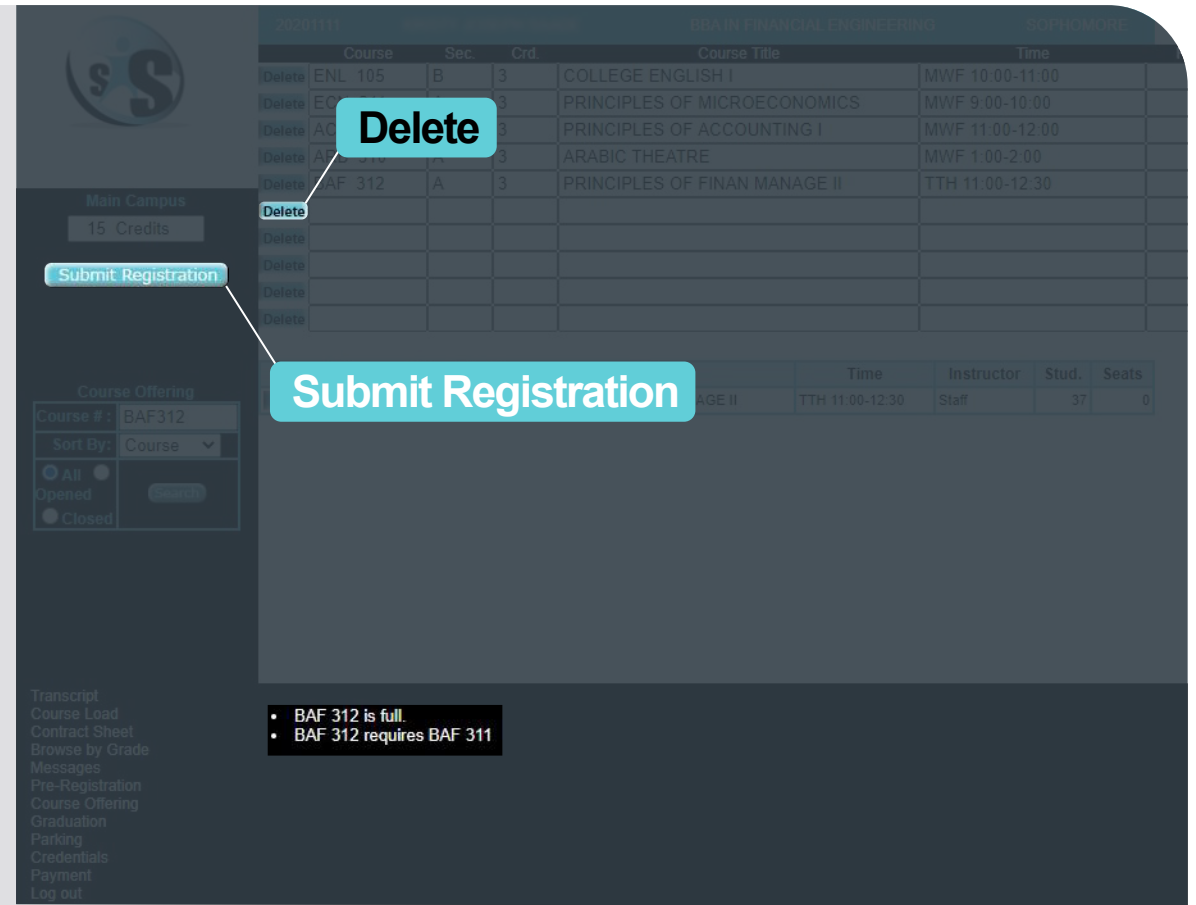
Please take into consideration the following warning(s):
- Submitting a certified copy of the Lebanese Bacclaireate Part II before end of Fall 2020

STEP 9

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

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

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



20201111 BBA IN FINANCIAL ENGINEERING SOPHOMORE

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

Main Campus
15 Credits

Submit Registration

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

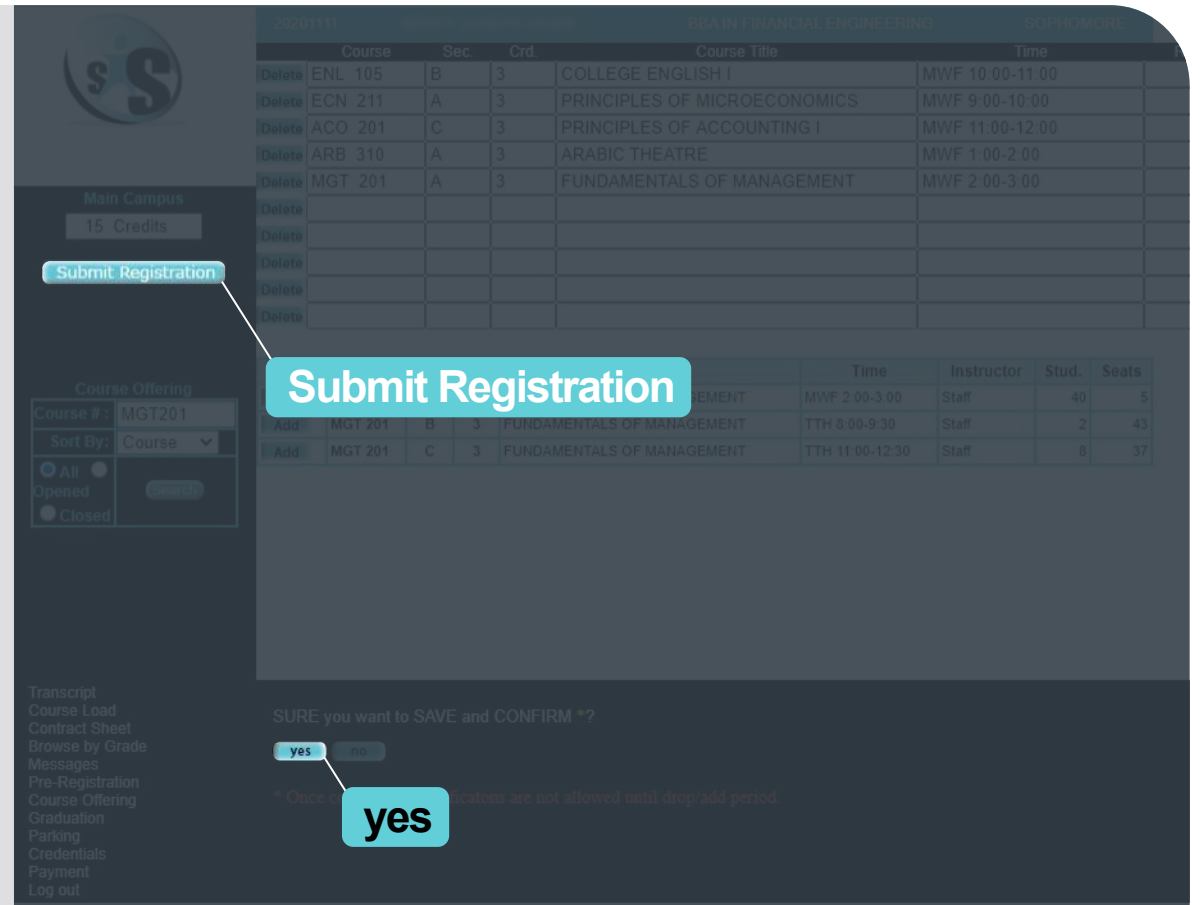
Transcript
Course Load
Contract Sheet
Browse by Grade
Messages
Pre-Registration
Course Offering
Graduation
Parking
Credentials
Payment
Log out

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

STEP 10

Press **Submit Registration**

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



20201111

Course Sec. Crd. Course Title Time

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

Main Campus
15 Credits

Submit Registration

Course Offering
Course #: MGT201
Sort By: Course

All
Opened
Closed

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

SURE you want to SAVE and CONFIRM ??

yes no

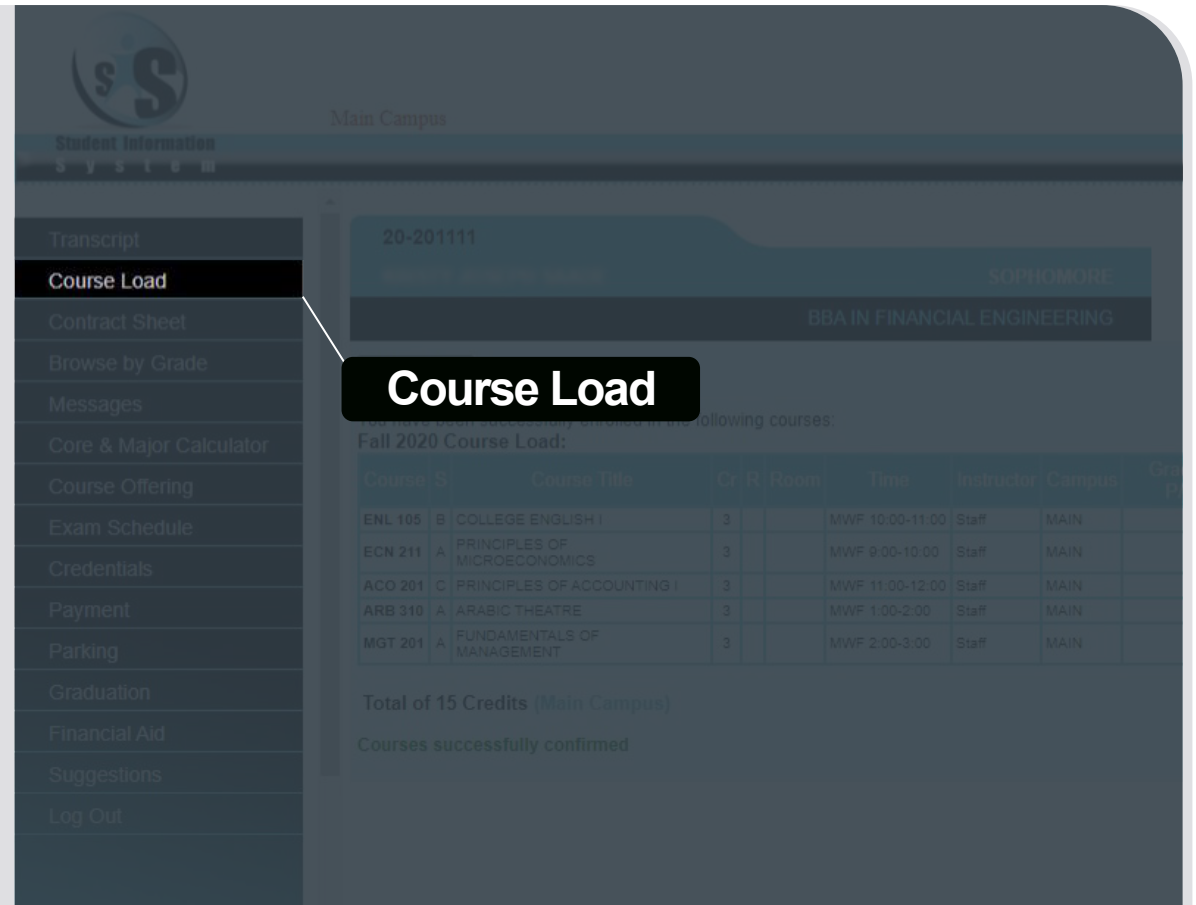
yes

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

STEP 11

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

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



The screenshot shows the SIS interface for a student. The main menu on the left includes options like Transcript, Course Load, Contract Sheet, Browse by Grade, Messages, Core & Major Calculator, Course Offering, Exam Schedule, Credentials, Payment, Parking, Graduation, Financial Aid, Suggestions, and Log Out. The 'Course Load' option is highlighted. The main content area displays the student's information: '20-201111', 'SOPHOMORE', and 'DBA IN FINANCIAL ENGINEERING'. A callout box labeled 'Course Load' points to the 'Course Load' menu item. Below this, the 'Fall 2020 Course Load' is shown as a table of confirmed courses.

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

Total of 15 Credits (Main Campus)
Courses successfully confirmed

ndu.edu.lb

