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I. INTRODUCTION

We want to welcome you to the Lebanese International University (L.I.U). This manual was created to ease your learning process during your time at L.I.U. It is also a reference for you hopefully later in your academic process. This manual discusses the University Management System (UMS). This manual has been put together in a clear way with diagrams, instructions, and graphs in order to make it more convenient to you.

This manual explains all the details that you need to know about the UMS. It is important to use this system on a daily basis in order to stay up to date with any changes or additions. Please get familiar with the UMS as soon as possible and if you have any questions or comments please feel free to contact the I.T. department or submit your question to ums.help@liu.edu.lb.
II. USING UMS

► When logged in the following page will open

How To Find Your Class

> For all your university payments, you are able to pay at Bank Audi, IBL, and FNB at any branch.

Step 1: Register your courses

► Click Registration

► The following page will open

<table>
<thead>
<tr>
<th>Major</th>
<th>GENG - General Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Campus</td>
<td>Beirut</td>
</tr>
<tr>
<td>First Time I Register</td>
<td>2011-07-22 12:48:21</td>
</tr>
<tr>
<td>Last Time I Register</td>
<td>2011-09-23 13:39:22</td>
</tr>
<tr>
<td>Financial Probation</td>
<td>NO</td>
</tr>
</tbody>
</table>

► This will show the details about your registration

2. My Time

► Click

► The following page will open
3. All Campuses Offerings

- Choose your campus
- Click
- All offerings of the campus you have chosen will appear

4. Register Courses

- Click
- The following page will open

Kindly note the following:
1. To change your section within the same campus, do not drop the course but select from the registered courses below then press "Change Section".
2. To change your section to another campus, you have to drop the course and then re-register it in the new campus.
3. The System will not allow you to repeat any passed course with grades D+ or above. If you are under probation and your GPA is below .8. A

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4.1. Description

- Click Description
• The following page will open

<table>
<thead>
<tr>
<th>Course Code</th>
<th>ENG.051</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title</td>
<td>Basic English Skills</td>
</tr>
<tr>
<td>Credits</td>
<td>7</td>
</tr>
<tr>
<td>Academic Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Level</td>
<td>100</td>
</tr>
<tr>
<td>In Lab</td>
<td>No</td>
</tr>
<tr>
<td>Description</td>
<td>This course uses an integrated skills approach in each class. At this level, the student receives a strong foundation in four language skill areas: listening, speaking, reading, and writing. Instructors work together to provide learning experiences which integrate these four language skills in every class.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Course Code</th>
<th>Pre-requisite Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>There are no Pre-requisite Courses</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>Course Code</th>
<th>Co-requisite Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>There are no Co-requisite Courses</td>
</tr>
</tbody>
</table>

• The course details will appear
• If there is a pre-requisite or co-requisite it will appear for the course you have chosen the description of.

4.2. Register Courses
• When you want to register your courses you should keep in mind if you have any remedial courses you must register them first then move on to the other courses you want to register.
• Also keep an eye on the campus you are registering at.
• Check the box of the course you want to register
• A check box will only appear for the courses you can register

- Overlapped
  • The course you have chosen does not fit with the time of an already registered course.

- Full
  • The course has reached its maximum capacity of students.

- Registered
  • You are already registered in that course.

• Click Register Courses
• The following page will open
You can choose the sections, timings, and instructors you want by click the drop down menu.

When done click **Register courses**

If there are no suitable offerings for this course the following message will appear.

### 4.3. Delete

- Check off the box next to the desired course
- Click **Delete** if you want to remove a certain course after you have registered.
- If during the Add and Drop period you have decided to remove this course also press **Delete**.
- Later on in the semester if you would like to withdraw from a course also press **Delete**. Keep in mind if you withdraw this course you can’t re-enter it during the same semester.

The following page will open for all 3 cases

- Press **Confirm Delete**

### 4.4. Change Section

- Check the box of the course you want to change the section of
- Click **Change Section**

The following page will open

- You can register in any open sections. You cannot register in any full section unless the section is no longer full.
- When done press **Change Section**

### 4.5. Why Are My Courses Dropped?

- Click **Why Are My Courses Dropped?**
- The following page will open.
This will give knowledge of why your course(s) were dropped.

5. Payment Due Dates

- Click
- The following page will open

<table>
<thead>
<tr>
<th>#</th>
<th>Reason Ref.</th>
<th>Bank Ref.</th>
<th>Amount ($)</th>
<th>Creation Date</th>
<th>Due Date</th>
<th>Paid Date</th>
<th>Penalty ($)</th>
<th>Paid At</th>
<th>Type</th>
<th>Overdue Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>437270B</td>
<td>205</td>
<td>300</td>
<td>2011-09-15</td>
<td>2011-10-07</td>
<td>2011-09-21</td>
<td>20.00</td>
<td>PB</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>437270B</td>
<td>205</td>
<td>100</td>
<td>2011-09-15</td>
<td>2011-11-04</td>
<td>2011-09-21</td>
<td>20.00</td>
<td>PB</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>437270C</td>
<td>205</td>
<td>100</td>
<td>2011-09-15</td>
<td>2011-12-02</td>
<td>2011-09-21</td>
<td>20.00</td>
<td>PB</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>437270C</td>
<td>205</td>
<td>300</td>
<td>2011-10-01</td>
<td>2012-01-01</td>
<td>2011-09-21</td>
<td>20.00</td>
<td>PB</td>
<td>C</td>
<td></td>
</tr>
</tbody>
</table>

- This will show you the bank reference you need to pay, the amount, when its due, when you had paid, and which bank you had paid at
- If you were late in paying you tuition there will be a $20 penalty fee.

Step 2: View your classes

- Click
- The following page will open

<table>
<thead>
<tr>
<th>#</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
<th>Type</th>
<th>Grade</th>
<th>Status</th>
<th>Campus</th>
<th>Evaluation</th>
<th>Absences</th>
<th>Status</th>
<th>Expected Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ENG 151</td>
<td>Basic English Skills</td>
<td>7</td>
<td>Remedial</td>
<td>I</td>
<td>Incomplete</td>
<td>IPS</td>
<td>1</td>
<td>0</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ENG 151</td>
<td>Advanced Writing Skills</td>
<td>6</td>
<td>Remedial</td>
<td>I</td>
<td>Incomplete</td>
<td>IPS</td>
<td>1</td>
<td>0</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PAYROLL</td>
<td>Payroll Course</td>
<td>0</td>
<td>Major</td>
<td>I</td>
<td>Incomplete</td>
<td>IPS</td>
<td>1</td>
<td>0</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Code**=the course code
- **Title**=the name of the course
- **Credits**=the number of credits
- **Type**=remedial, major, core, major elective (ME), general education elective (GEE)
- **Grade**=your grade for the course (I=in progress)
- **Status**=incomplete, new, registered, transfer
- **Campus**=the campus your class is in
- **Absences**=shows the number of time you have been absent
Details=Shows you the information about the course

- Click
- The following page will open

Schedule=Opens for you a PDF of your schedule

- Click
- The following page will open with your course schedule

You can view or print this schedule.
Online Help

- Click Online Help
- The following page will open

Here you can ask questions concerning your problems with your courses, your tuition, and your technical problems.

To send a question, first choose the Category your question lies in.

Add a Subject

Write the question you want to ask in the Description

When done click Send Your Question

Your question will appear below

You can view the reply of your question by clicking

The following page will open