

REGISTRAR'S OFFICE

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The Registrar's Office administers academic processes; enforces academic regulations and tracks students' academic progress. The office coordinates closely with academic advisors and academic units to guarantee the accomplishment of the following responsibilities: implementing updated study plans; maintaining student's academic records; enforcing University academic regulations, policies and bylaws; tracking students' performance and generating students' statistical reports; preparing courses and exams schedules; assigning classrooms; registering students for the correct classes; issuing transcripts; verifying graduation lists; ensuring up-to-date CampusVue records and information; and updating and publishing University calendar and catalog.

The Registrar's Office uses CampusVue Students Information System to implement academic processes and maintain students' records in coordination with the MIS team at the IT Center. Students and faculty have CampusVue personal secured accounts to access relevant records, courses, schedules, grades, etc.

For registration procedures, deadlines and related issues please refer to the Registration section in this catalog or visit: www.rhu.edu.lb/registrar

Registration

Students, after consulting with their academic advisors, must register for the courses they intend to take during the registration period noted in the academic calendar, presented in this catalog and posted on the University website www.rhu.edu.lb/. During the registration period, academic advisors assist the students to prepare the course schedules by completing the Course Registration Forms and activating personal online CampusVue registration. Copies of the Course Registration Forms must be sent to the Registrar's Office after the drop/add period for verification of students' schedules and archiving. Any course registered online by the student without prior approval of the academic advisor shall be automatically dropped.