

March 29, 2021

Dear AUB Professor/Advisor,

You are receiving this email because you are likely advising undergraduate students who will be affected by this message. Please note that for spring, we are working to make improvements to CAPP and only ask your advisees to meet with you once we have reviewed their degree evaluations and have taken them as far as the information we have allows us. You will find additional information below.

Kind regards,

Office of the Registrar

March 29, 2021

Dear AUB Student,

We hope you are doing well and staying safe.

You have been identified as a potential graduate in the spring semester. Please note that we have not yet evaluated your degree, but you fall into a category of student who may be eligible to graduate this spring.

Degree evaluation for your academic history will not be available until you apply to graduate and we evaluate your record. You may expect it to be released by April 16, 2021, the deadline for withdrawal, for those who apply earlier than April 9. Otherwise, we will do our best to have your record released within one week of your application submission.

Please remember: Once we confirm your record and correct your evaluation to show all known content, the compliance hold we have placed on your degree evaluation will be removed, and you will be able to generate/review your evaluation.

Please follow the instructions posted [here](#) to apply.

Please also note the following:

- Students who do not complete the Arabic name properly as per the exact spelling on the legal document they upload will risk delays in the process and in receiving the degree.
- Students must select the proper program in case there is more than one program listed in the application. This will be the program you are currently in.

- Dual or Double Degree candidates should apply only once to their primary program.

After you get your evaluation, it is mandatory that you meet with your registration or academic advisor (which one you have depends on your Faculty/School) to confirm. In many cases, where the evaluation is clear, this will be a formality. If your evaluation raises questions, you will need to review the evaluation, discuss necessary steps for petitions, substitutions, etc., and determine if you will meet the requirements. Where questions need to be answered by your advisor, these notes must be entered into the advisor portal.

The deadline for your application is April 15, 2021, but we encourage you to apply early and meet with your advisor as soon as you get a green light to access your evaluation.

Application is not optional. The application allows us to collect information necessary to your graduation. Students who do not apply within the deadline will not graduate.

We wish you continued success in this semester.

Kind regards,

Office of the Registrar