

# REGISTRATION FOR SPRING 2019 SEMESTER

(Undergraduate and Graduate Programs)

## I. DATES

Registration period including preparation of schedule and consultation with advisors	: November 28 – December 4
Beginning of Classes	: January 14
Schedule Changes	: January 14 – 18
Last day for Late Registration	: January 18
Process statement of fees and installment forms	: January 23 – 28
Payment of fees	: January 30 – February 4

## II. REGISTRATION PROCEDURE

### A. PAYMENT OF RESERVATION FEES

Prior to registration, starting *November 19*, 100,000 L.L. reservation fee (*not refundable*) should be paid. This will be considered towards tuition fees for the Spring semester. *Intensive students* should pay the reservation fee after they pass their Intensive English course.

### B. REGISTRATION INCLUDING PREPARATION OF SCHEDULE AND CONSULTATION WITH ADVISORS: *November 28 – December 4.*

During the registration period, *November 28 – December 4*, the advisors will be available in their offices during their office hours or by appointment, for students who need consultation.

On-line registration will take place in the following order:

<i>November 28</i>	: Seniors, MA/MBA students
<i>November 29</i>	: Juniors, MA/MBA students
<i>November 30 – December 2</i>	: Sophomores, MA/MBA students
<i>December 3 – 4</i>	: Special students, Freshmen, Sophomores, Juniors, seniors, MA/MBA students
<i>January 14 – 18</i>	: Intensive students

*Important Notes:*

- The PORTAL of probation students will be locked for registration. Therefore, all probation students need to meet with their advisors prior to registration to unlock their files to be able to register online.
- Students who fail to register during the registration period will be fined 100,000LL late registration fee.
- *Graduate Program students* should register for 399 and pay for University miscellaneous expenses every semester in which Thesis/Project research or writing is in progress. The indicative letters A, B, C... should be added to 399.

### C. PAYMENT OF FEES

Payment of fees will take place from *January 30 to February 4*. Students who fail to pay during this period will be fined a late payment fee of 10,000LL per day.

## III. CLEARANCE FOR GRADUATION

*Senior students expecting to graduate in May 2019* should fill the [Diploma Application Form](#) and email it to Ms. [Vany Parseghian](#) by *December 13*.

## III CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration will take place from *January 14 to 18*.

## IV. BEGINNING OF CLASSES

Spring semester classes will begin on *January 14*.