

REGISTRATION FOR SUMMER & FALL 2019

(Undergraduate and Graduate Programs)

I. DATES

Consultation with Advisors	: April 1 – 16
Registration (Summer)	: April 8 – 9
Registration (Fall)	: April 10 – 16
Late Registration (Summer)	: May 20 – 21
Late Registration (Fall)	: August 28 – September 4
Beginning of Classes (Summer)	: May 20
Schedule Changes (Summer)	: May 20 – 21
Process statement of fees & installment forms (Summer)	: May 22 – 24
Payment of fees (Summer)	: May 28 – May 31

II. REGISTRATION PROCEDURE

A. Payment of Reservation Fees

- Students planning to register for the Summer session, should pay the fee of one credit (446,000LL for undergraduate students or 604,000LL for graduate students) which will be considered towards the tuition fees of the Summer session. This amount is not refundable in case the student decides not to register for courses or drops the courses after registering for them. If the course you plan to register for is cancelled after paying the reservation fee, you need to report to the Registrar's Office to request a refund.
- Students planning to register for the Fall semester, should pay 100,000LL reservation fee which will be considered towards the tuition fees of the Fall semester. This amount is not refundable in case the student decides not to register for courses or drops the courses after registering for them.
- These payments can be made starting April 1.

B. Registration - Preparation of Schedule and Consultation with Advisors

- Prior to and during registration, April 1 – 16, the advisors will be available in their offices during their office hours or by appointment for consultation.
- On- line registration will take place in the following order:

Undergraduate Program

Summer

April 8 : Seniors and Juniors
April 9 : Open for All except Intensive Students
May 15 : Intensive Students

Fall

April 10 : Seniors
April 11/12/13 : Juniors
April 14/15 : Sophomores
April 16 : Open for All except Intensive
May 16 : Intensive Students

Graduate Program

April 8-9 : Summer registration for graduate students
April 10-16 : Fall registration for graduate students

- 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 working on their thesis should register for 399 every semester during which thesis/project writing is in process. The correct sequence (399A, 399B, 399C, 399D...) should be followed.**

III. CLEARANCE FOR GRADUATION

- Senior students expecting to graduate in July or January should fill the [Diploma Application Form](#) and email it to Ms. [Vany Parseghian](#) by **April 30**.

IV. PAYMENT OF FEES

- Payment of fees for the Summer session will take place from **May 28 – 31**.
- Students who fail to pay during the assigned dates will be fined late payment fee of 10,000LL per day.

V. CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration for the Summer session will take place on **May 20 and 21**.

VI. BEGINNING OF CLASSES

The Summer session classes will begin on **May 20**.