

REGISTRATION FOR SUMMER & FALL 2022
(Undergraduate and Graduate Programs)

I. DATES

Consultation with advisors	: April 11 – 29
Registration (Summer)	: April 19 – 21
Registration (Fall)	: April 26 – 29
Late registration & schedule changes (Summer)	: June 6 – 7
Late Registration & schedule changes (Fall)	: August 29 – September 2
Beginning of classes (Summer)	: June 6
Process statement of fees & installment forms (Summer)	: June 9 – 13
Payment of tuition fees (Summer)	: June 15 – 17

II. REGISTRATION PROCEDURE

A. Payment of Reservation Fees

- Students planning to register for the Summer session, should pay the fee of one credit USD 328 (497,000LL) for undergraduate students or USD 445 (675,000LL) 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 USD 100 (152,000LL) 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 4**. The Cashier's Office will be open Monday to Friday from 8:30 AM to 12:30 PM and 1:30 PM to 4:30 PM. For inquiries regarding financial matters, you may email billing@haigazian.edu.lb.

B. Registration - Preparation of Schedule and Consultation with Advisors

- Prior to and during registration, **April 11 – 29**, 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 19 : Seniors and Juniors
April 20 : Sophomores
April 21 : Open for All except Intensive Students

June 6 – 7 : Intensive Students

Fall

April 26 : Seniors
April 27 : Juniors
April 28 : Sophomores

April 29 : Open for All except Intensive Students
June 21 : Intensive Students

Graduate Program

April 19 – 21 : Summer registration for graduate students
April 26 – 29 : Fall registration for graduate students

- **Students who fail to register during the registration period will be fined USD 67 (100,000LBP) 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. PAYMENT OF TUITION FEES

- Payment of tuition fees for the Summer session will take place from **June 15 to 17**.
- Students who fail to pay during the assigned dates will be fined late payment fee of 10,000LL per day.

IV. CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration for the Summer session will take place on **June 6 and 7**.

V. BEGINNING OF CLASSES

The Summer session classes will begin on **June 6**.