

# REGISTRATION FOR SPRING 2023 SEMESTER

(Undergraduate and Graduate Programs)

## I. DATES

Registration period including preparation of schedule and consultation with advisors	: <b>November 28 – December 2</b>
Beginning of Classes	: <b>January 16</b>
Schedule Changes	: <b>January 16– 20</b>
Last day for Late Registration	: <b>January 20</b>
Process statement of fees and installment forms	: <b>January 25 – 27</b>
Payment of fees	: <b>February 1 – 6</b>

## II. REGISTRATION PROCEDURE

### A. PAYMENT OF RESERVATION FEES

Prior to registration, starting **November 14**, USD 90 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 to December 2.**

Prior to and during the registration period, **November 28 to December 2**, the advisors will be available for consultation through email, in person during their office hours, or by appointment for students who need registration advice.

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

<b>November 28</b>	: Seniors, MA/MBA students
<b>November 29</b>	: Juniors, MA/MBA students
<b>November 30- December 1</b>	: Sophomores, MA/MBA students
<b>December 2</b>	: Special students, Freshmen, Sophomores, Juniors, seniors, MA/MBA students
<b>January 16 – 20</b>	: Intensive students

*Important Notes:*

- Students who fail to register during the registration period will be fined USD 100 (152,000 LL) 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 **February 1 to 6.**

**FAILURE TO COMPLETE PAYMENT BY THE SET DEADLINE WILL RESULT IN PAYING A SET PENALTY PER DAY (IN FRESH AND OLD USD).**

## III. CLEARANCE FOR GRADUATION

Senior students expecting to graduate in Spring 2023 are required to submit an online Application for Graduation through the Online Petition by **January 20, 2023.**

For further guidance, you may click on [Application for Graduation Petition](#).

## III CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration will take place from **January 16 to 20.**

## IV. BEGINNING OF CLASSES

Spring semester classes will begin on **January 16.**