

REGISTRATION FOR FALL 2023 SEMESTER

(Undergraduate and Graduate Programs)

I. DATES:

Late Registration	: <i>August 28 – September 1</i>
Beginning of Classes	: <i>August 28</i>
Schedule Changes	: <i>August 28 – September 1</i>
Processing of Statement of Fees and Installment Forms	: <i>September 6 – 11</i>
Payment of Fees	: <i>September 14 – 19</i>

II. LATE REGISTRATION

Returning and current students who have not yet registered for the Fall semester can do so online, through the PORTAL, from ***August 28 to September 1.***

III. BEGINNING OF CLASSES:

Fall semester classes will begin on ***August 28.***

IV. CHANGE OF SCHEDULE:

Change of schedule will take place from ***August 28 to September 1.***

V. PROCESS STATEMENT OF FEES AND INSTALLMENT FORMS:

Between September 6 and 11 and prior to processing your statement of fees, all Lebanese students should pass by the NSSF desk to finalize the NSSF status and then go to the Billing and the Cashier's Offices to process your statement of fees and installment forms.

Students are required to:

1. Complete the National Social Security Fund papers with the Personnel Officer.
2. Provide the Personnel Officer a copy of their personal medical insurance card (if available) before September 11, 2023.

Lebanese students are required to join the medical plan of the Lebanese National Social Security Fund (NSSF). If the student already has Lebanese NSSF, he/she needs to provide a certificate (إفادة ضمان) to the personnel officer. Parallel to the Lebanese NSSF medical plan, all students will benefit from a private medical health insurance that has coverage of up to \$ 5,000 in an open network (all the hospitals that are contracted by the private Insurance) for all medical emergencies. This University private insurance policy is mandatory to all students. Students who show evidence of other private medical insurance coverage that overlaps with the above-mentioned policy will be exempted from the University private medical health insurance. However, all students will be insured against personal accidents no matter what.

All above mentioned documents must be submitted prior to September 11, 2023. If students don't submit the required documents by the due date, they will be automatically insured by the University (NSSF and Private). All premiums will be applicable on the SOF.

For further information, students may contact Mr. Jean Karam (Ext. 301) or Ms. Karen Mneimneh (Ext. 346) or email HU.NSSF@haigazian.edu.lb

VI. PAYMENT OF FEES:

Payment of fees for the Fall semester will take place from **September 14 to 19**. To pay your tuition fees, **print the payment bill from your portal account** (Log in to your account, go to “Student Info” then click on Payment Slips.) Take the bill and follow the instructions of payment. Furthermore, an email will be sent by the Billing Office, before the payment date, explaining how to process your payments.

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

VII. CLEARANCE FOR GRADUATION

Senior students expecting to graduate in Fall 2023 are required to submit an online Application for Graduation through the Online Petition by **September 1, 2023**.

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