

REGISTRATION FOR FALL 2021 SEMESTER

(Undergraduate and Graduate Programs)

I. DATES:

Late Registration	: <i>August 30 – September 3</i>
Beginning of Classes	: <i>August 30</i>
Schedule Changes	: <i>August 30 – September 3</i>
Processing of Statement of Fees and Installment Forms	: <i>September 8 – 14</i>
Payment of Fees	: <i>September 17 – 22</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 30 to September 3*.

III. BEGINNING OF CLASSES:

Fall semester classes will begin on campus on *August 30*.

IV. CHANGE OF SCHEDULE:

Change of schedule will take place from *August 30 to September 3*.

V. PROCESS OF INSTALLMENT FORMS AND COLLECTION OF STATEMENT OF FEES:

Collect the statement of fees and process the installment forms from *September 8 to 14*.

The following steps should be followed:

1. Complete the National Social Security Fund papers with the Personnel Officer.
2. Provide the Personnel Officer a copy of your personal medical insurance card (if available).
3. Obtain your statement of fees from the Billing Office.
4. Process the installment forms at the Cashier's Office.

Lebanese students are required to join the medical plan of the Lebanese National Social Security Fund (NSSF). If they already have Lebanese NSSF, they need to provide a certificate (إفادة ضمان) to the personnel officer. Parallel to the Lebanese NSSF medical plan, all students will benefit from a medical health insurance that has coverage of up to \$5,000 in an open network (all the hospitals that are contracted by Fidelity Insurance) for all medical emergencies. This 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 medical health insurance. However, all students will be insured against personal accidents.

VI. PAYMENT OF FEES:

Payment of fees for the Fall semester will take place from *September 17 to 22*. STUDENTS WHO FAIL TO PAY DURING THE DAYS OF PAYMENT WILL BE FINED A LATE PAYMENT FEE OF 10,000 L.L. PER DAY.

VII. CLEARANCE FOR GRADUATION

Senior students expecting to graduate in Fall 2021 should fill the [Diploma Application Form](#) and email it to Ms. [Vany Parseghian](#) by *September 3*.