

REGISTRATION FOR SUMMER & FALL 2024
(Undergraduate and Graduate Programs)

I. DATES

Consultation with advisors	: April 2 – May 2
Registration (Summer)	: April 18 – 19
Registration (Fall)	: April 25 – May 2
Late registration & schedule changes (Summer)	: June 10 – 11
Late Registration & schedule changes (Fall)	: August 26 – 30
Beginning of classes (Summer)	: June 10
Process statement of fees & installment forms (Summer)	: June 13 – 14
Payment of tuition fees (Summer)	: June 17 – 19

II. REGISTRATION PROCEDURE

A. Payment of Reservation Fees

- Students planning to register for the Summer session, should pay the reservation fee of fresh USD 150 for undergraduate students or fresh USD 250 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 fresh USD 250 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 2**. 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 2 – May 2**, 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		Fall	
April 18	: Seniors and Juniors	April 25 – 26	: Seniors
April 19	: Open for All except Intensive Students	April 27 – 28	: Juniors
June 10 – 11	: Intensive Students	April 29 – 30	: Sophomores
		May 1 – 2	: Open for All except Intensive Students
		June 24	: Intensive Students

Graduate Program

April 18 – 19	: Summer registration for graduate students
April 25 – May 2	: Fall registration for graduate students

- **Students who fail to register during the registration period will pay fresh USD 50 late registration fee for the Fall semester.**

- **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 17 to 19**.
- Students who fail to pay during the assigned dates will be fined late payment fee of LBP 100,000 per day on non- Fresh tuition and USD 3 per day on Fresh tuition.

IV. CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration for the Summer session will take place on **June 10 and 11**.

V. BEGINNING OF CLASSES

The Summer session classes will begin on **June 10**.

VI. CLEARANCE FOR GRADUATION

Senior students expecting to graduate in July or January **are required to submit an online Application for Graduation through the Online Petition by April 30, 2024**. For further guidance, you may click on [Application for Graduation Petition](#).