

REGISTRATION FOR SUMMER & FALL 2025
(Undergraduate and Graduate Programs)

I. DATES

Consultation with advisors	: April 14 – 30
Registration (Summer)	: April 22 – 23
Registration (Fall)	: April 28 – May 2
Late registration & schedule changes (Summer)	: June 2 – 3
Late Registration & schedule changes (Fall)	: August 27 – September 2
Beginning of classes (Summer)	: June 2
Process statement of fees & installment forms (Summer)	: June 5 – 6
Payment of tuition fees (Summer)	: June 10 – 12

II. REGISTRATION PROCEDURE A.

Payment of Reservation Fees

- Students planning to register for the Summer session, should pay the reservation fee of fresh USD 250 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.
 - The last day students can pay the reservation fee for the Fall semester, without incurring any late fees, is May 2.
 - The last day students can pay the reservation fee for the Summer session, without incurring any late fees, is April 23.

B. Registration - Preparation of Schedule and Consultation with Advisors

- Prior to and during registration, **April 14 – 30**, 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 22 : Seniors and Juniors

April 23 : Open for All except Intensive Students

June 2 – 3 : Intensive Students

Fall

April 28 : Seniors

April 29 : Juniors

April 30 : Sophomores

May 1– 2 : Open for All except Intensive Students

June 13 : Open for Intensive Students

Graduate Program

April 22 – 23 : Summer registration for graduate students

April 28 – May 2 : Fall registration for graduate students

- Students who fail to register during the registration period will pay fresh USD 50 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 10 to 12**.
- Students who fail to pay during the assigned dates will be fined late payment fee per day.

IV. CHANGE OF SCHEDULE AND LATE REGISTRATION

Change of schedule and late registration for the Summer session will take place on **June 2 and 3**.

V. BEGINNING OF CLASSES

The Summer session classes will begin on **June 2**.