

ADVISING & REGISTRATION PROCESS

SPRING 2024



Registration Periods SPRING 2024

**ADVISING &
REGISTRATION**
Spring 2024

Registration Period	Monday <u>November</u> 2023	13	till	Friday <u>November</u> 2023	17
Confirmation Days	Wednesday <u>January</u> 2024	10	till	Tuesday <u>January</u> 2024	16
Drop / Add Days	Tuesday <u>January</u> 2024	23	till	Thursday <u>January</u> 2024	25
Late Registration Days	Monday <u>January</u> 2024	29		Tuesday <u>January</u> 2024	30
Classes Begin				Thursday <u>January</u> 2024	18

Important Information

1

This is the **Official Registration**

2

Registration is **mandatory** for all enrolled students

3

Students who fail to **submit** their Registration will have their registration moved automatically to the **Late Registration** period and will have to pay the Late Registration fees

Financial Information

1

No fee payment prior to Registration

2

Prior to confirmation, no penalty on changing number of credits registered, provided the student maintains a minimum of 12 credits Undergraduate and/or 3 credits Graduate (Fall and Spring), 3 credits (Summer)

3

The **first installment** should be paid **prior to confirmation**, just before the beginning of the semester



Spring 2024 Registration | Phase I

Monday
November
2023 **13** till Friday
November
2023 **17**

**Check
& Clear
Advisor
Hold**

First
2 days of
Registration
are by
ID order

**Adjust the
Registration
as many times
as needed**

The system will check all rules & regulations based on the assumption that the student will **successfully pass the courses currently taken.**

The system will **check the submission** of BACC II equivalence as well as all requested documents.

Student can request **overload and prerequisite** waiving from the respective deans and chairs.

The system will save the **maximum number** of credits registered in all attempts.

**Settle
the First
Installment** >

**Check
& Clear
Holds** >

**Confirm
Registration
(SIS)** >

At the confirmation stage:

1. The system will allow the student to go below the registered number of credits provided he/she maintains 12 undergraduate credits and/or 3 graduate credits.
2. The system will check all academic rules and if cleared, you are officially registered.

Important Note

At the end of the Confirmation period and just before the Drop/Add period, students who fail to confirm their registered courses **will have their courses automatically dropped by the system** and will be financially penalized (25% of the registered credits).

Drop/Add | Late Registration

The **Drop/Add period** will proceed as usual where students can drop/add courses.

If the student drops more credits than he/she adds, the student will be penalized (25% of the registered credits).

If a student drops courses after Drop/Add period, he/she will be subject to 100% penalty on courses dropped.

Students who did not register will be able to register during the Late Registration period **with a penalty fee.**

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