

ONLINE CONFIRMATION & REGISTRATION PROCESS

SPRING 2021



Online Confirmation & Registration Periods Spring 2021

ONLINE
CONFIRMATION
& REGISTRATION
PROCESS
SPRING 2021

Online Confirmation
& Registration Period

Thursday
January
2021

21

till

Thursday
February
2021

18

Confirmation
Days

Thursday
January
2021

21

till

Thursday
February
2021

18

Late Registration
Days

Thursday
January
2021

28

till

Friday
February
2021

19

Drop / Add Days

Friday
January
2021

29

till

Friday
February
2021

19

Classes Begin

Wednesday
February
2021

3

Important Information

Students who fail to **submit** their Online 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 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)

2

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

How to Register?



Spring 2021 Online Confirmation & Registration | Phase I

Thursday
January
2021 **21** | till | Monday
February
2021 **15**

**Check
& Clear
Advisor
Hold**

First
2 days of
Online
Registration
is by
ID order

Adjust the
Online
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.**

Student can request **online 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 Late Registration 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).

Late Registration | Drop/Add

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

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

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

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

**Register
Now**