

# ADVISING & REGISTRATION PROCESS

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FALL 2023



# Registration Periods FALL 2023

Registration Period	Monday March 2023	13	till	Friday March 2023	17
Confirmation Days	TO BE ANNOUNCED				
Classes Begin	TO BE ANNOUNCED				
Drop / Add Days	TO BE ANNOUNCED				
Late Registration Days	TO BE ANNOUNCED				

## 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



# Fall 2023 Registration | Phase I

Monday  
March  
2023 **13** till Friday  
March  
2023 **17**

**Check  
& Clear  
Advisor  
Hold**

The first  
2 days of  
Registration  
follow the  
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 the 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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