

ADVISING & REGISTRATION PROCESS

SUMMER 2024



Registration Periods SUMMER 2024

ADVISING &
REGISTRATION
Summer 2024

Registration Period	Monday March 2024	11	till	Friday March 2024	15
Confirmation Days				Monday June 2024	3
Classes Begin				Tuesday June 2024	4
Drop / Add Days				Wednesday June 2024	5
Late Registration Days				Thursday June 2024	6

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 3 credits (Summer)

3

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



Summer 2024 Registration | Phase I

Monday
March
2024

11

till

Friday
March
2024

15

**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 the 3 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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