

CONFIRMATION & REGISTRATION PROCESS

SPRING 2024



Registration Periods Spring 2024

**CONFIRMATION
& REGISTRATION
PROCESS**
SPRING 2024

**Registration &
Confirmation Days**

Wednesday
January
2024

10

till

Tuesday
January
2024

16

Drop / Add Days

Tuesday
January
2024

23

till

Thursday
January
2024

25

**Late Registration
Days**

Monday
January
2024

29

till

Tuesday
January
2024

30

Classes Begin

Thursday
January
2024

18

Important Information

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 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** as of the end of the previous semester

How to Register?



Spring 2024 Registration | Phase I

Wednesday January 10 till Tuesday January 16
2024 2024

**CONFIRMATION
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**Check
& Clear
Advisor
Hold**

First
2 days of
Registration
is 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.**

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, 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 early registered credits).

Late Registration | Drop/Add

Students who did not 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.

During the **confirmation period**, the system will allow the student to go below the registered number of credits provided he/she maintains 12 credits.

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

Register Now

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