

# REGISTRATION PROCESS FOR CONTINUING STUDENTS

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FALL 2025

## Registration Periods FALL 2025

Registration Period

Monday  
March  
2025

17

till

Friday  
March  
2025

21

Confirmation Days

To be announced

Classes Begin

To be announced

Drop / Add Days

To be announced

Late Registration  
Day

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**

# Fall 2025 Registration | Phase I

Monday March 17 till Friday March 21  
2025 2025

Check  
& Clear  
All Holds

First  
two 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**.

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.
3. Your Registration is not complete unless you confirm the courses within the deadline.

## Important Note

**At the end of the Confirmation day,** 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). You have to register on the late registration day, considering that some courses might be closed.

## Late Registration | Drop/Add

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

During the Confirmation period, the system will allow students to go below the registered number of credits provided they maintain 12 credits.



## Late Registration | Drop/Add

If students drop more credits than they add, they will be penalized (25% of the registered credits).

If students drop courses after Drop/Add period, they will be subject to 100% penalty on courses dropped.

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

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