

REGISTRATION PROCESS

SPRING 2026

Registration Periods SPRING 2026

Registration Period

Monday
November
2025

10

till

Friday
November
2025

14

Confirmation Days

Monday
January
2026

12

till

Thursday
January
2026

15

Classes Begin

Friday
January
2026

16

Drop / Add Days

Wednesday
January
2026

21

and

Thursday
January
2026

22

Late Registration
Day

Friday
January
2026

23

till

Thursday
January
2026

29

Registration Process

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**

4

Registration according to **ID sequence** during the **first two days**

Spring 2026 Registration Process

Monday
November
2025 **10** till Friday
November
2025 **14**

Check
& Clear
All Holds
if any

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.

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** between **Friday, December 19, 2025** and **Friday, January 9, 2026**

Spring 2026 Confirmation Process

**Settle
the First
Installment** >

**Check
& Clear
Holds** >

**Confirm
Registration
(SIS)** >

At the confirmation stage:

1. During the confirmation stage, students may reduce their registered credits, provided they maintain a minimum of 12 undergraduate or 3 graduate credits.
2. The system will check all academic rules.
3. Your Registration is not complete unless you confirm the courses within the deadline.

Confirmation Process

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.**

Students who did not confirm their courses by the deadline can late register during the late registration period.

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.

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