

REGISTRATION PROCEDURE FALL 2023

I- Pre-Registration: May 08 to 12, 2023.

- 1- Log in to Student Information System (SIS) to retrieve your payment slip.
- 2- Before registration, kindly pay a **non-refundable Payment On Account** in the amount of 7,500,000 L.P and 600 US dollars in cash at the university to be deducted from the tuition fees if registered.
- 3- Lebanese students: complete the CNSS formalities before Registration.
Non-Lebanese students: complete the Medical Insurance Form before Registration (including Lebanese students with dual nationalities and registered as non-Lebanese).
- 4- Check the posted course offering to decide which courses you need to register.
- 5- Register online according to the following schedule:

Days	Student ID
Monday May 08, 2023	XXXXXX - A1820999
Tuesday May 09, 2023	A1910001 - A1920999
Wednesday May 10, 2023	A2010001 – A2020999
Thursday May 11, 2023	A2110001 – A2120999
Friday May 12, 2023	A2210001 – A2220XXX

- 6- Log in and get your courses registered; in case you face any problem, kindly ask your advisor for assistance or call the Office of the Registrar at extensions 1213, 1670, or 1245 to solve your problem.
- 7- Print your course schedule and make sure that all the information is correct (ID, name, semester, major, courses, and sections). **You are fully responsible for all data listed on your printout.**
- 8- **Log out and make sure you click the X button on the top right-hand corner.**
- 9- Log in to Student Information System (SIS) to print your payment slip, 72 hours following your pre-registration.

II- Final Registration:

Pay at the Bank before September 07, 2023 as a deadline; **otherwise, your pre-registration will be cancelled.**

III- Late Registration:

From August 28 to September 01, 2023.
A fee of 1,000,000 L.P. will be charged.

IV- Withdrawals

If, for justifiable reasons, a student decided to withdraw after registration, fees are refunded according to the following policy:

Before the official beginning of semester	75% of full tuition fees
During the first week of semester	50% of full tuition fees
During the second week of semester	25% of full tuition fees
After the second week of semester	0% (The student will receive a grade of " W " on all courses and will be 100% financially responsible.)

