REGISTRATION PROCEDURE
FALL 2024

I- Pre-Registration: May 13 to 17, 2024.

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 10,000,000 L.L. and 1000 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:

<table>
<thead>
<tr>
<th>Days</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday May 13, 2024</td>
<td>XXXXXX - A1209999</td>
</tr>
<tr>
<td>Tuesday May 14, 2024</td>
<td>A2010001 - A2029999</td>
</tr>
<tr>
<td>Wednesday May 15, 2024</td>
<td>A2110001 - A2129999</td>
</tr>
<tr>
<td>Thursday May 16, 2024</td>
<td>A2210001 - A2229999</td>
</tr>
<tr>
<td>Friday May 17, 2024</td>
<td>A2310001 - A2320XXX</td>
</tr>
</tbody>
</table>

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 04, 2024 as a deadline; otherwise, your pre-registration will be cancelled.

III- Late Registration:

From August 26 to August 30, 2024.
A fee of 2,000,000 L.L. 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.)