REGISTRATION PROCEDURE
SUMMER 2024

I- Pre-Registration: May 08 to 10, 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 4,000,000 L.L. and 350 US dollars in cash at the university to be deducted from the tuition fees if registered.

3- Check the posted course offering to decide which courses you need to register.

4- Register online according to the following schedule:

<table>
<thead>
<tr>
<th>Days</th>
<th>ID number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday May 08, 2024</td>
<td>XXXXXXX – A2120999</td>
</tr>
<tr>
<td>Thursday May 09, 2024</td>
<td>A2210001 – A2220999</td>
</tr>
<tr>
<td>Friday May 10, 2024</td>
<td>A2310001 – A2320XXX</td>
</tr>
</tbody>
</table>

5- 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.

6- 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.

7- Log out and make sure you click the X button on the top right-hand corner.

8- 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 or at the university before June 07, 2024 as a deadline otherwise your pre-registration will be cancelled.

III - Late Registration:

June 03 to June 07, 2024.
A fee of 1,000,000 L.L. will be charged.

[Signature]
Registrar