

CONFIRMATION & REGISTRATION PROCESS

SPRING 2025



Registration Periods Spring 2025

**CONFIRMATION
& REGISTRATION
PROCESS**
SPRING 2025

Registration &
Confirmation Days

Friday
January
2025

10

till

Wednesday
January
2025

15

Classes Begin

Monday
January
2025

20

Drop / Add Days

Wednesday
January
2025

22

till

Friday
January
2025

24

Late Registration
Day

Friday
January
2025

24

Financial Information

1

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)

2

The **first installment** should be paid **prior to confirmation** between Thursday, December 19, 2024 and Thursday, January 9, 2025

How to Register?



Spring 2025 Registration | Phase I

Friday January 10 till Wednesday January 15
2025 2025

**CONFIRMATION
& REGISTRATION
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SPRING 2025

Check
& Clear
All
Holds

First
2 days of
Confirmation
is 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 Period, 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 early 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.**

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

During the **confirmation period**, the system will allow the student to go below the registered number of credits provided he/she maintains 12 credits. If the student drops more credits than he/she adds, the student will be penalized (25% of the registered credits).

If a student drops courses after Drop/Add period, he/she will be subject to 100% penalty on courses dropped.

Register Now

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