REGISTRATION PROCEDURE
SUMMER 2024

I- <u>Pre-Registration :</u> May 08 to 10, 2024.

1- Log in to Student Information System (SIS) to retrieve your payment slip.

2- Before registration, kindly pay a **<u>non-refundable Payment On Account</u>** 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:

Days	ID number
Wednesday May 08, 2024	XXXXXX – A2120999
Thursday May 09, 2024	A2210001 – A2220999
Friday May 10, 2024	A2310001 – A2320XXX

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). **<u>You are fully responsible for all data listed on your printout.</u>**

7- **<u>Log out and make sure you click the X button on the top right-hand corner.</u>**

8- Log in to Student Information System (SIS) to print your payment slip, 72 hours following your pre-registration.

II- <u>Final Registration :</u>

Pay at the Bank or at the university before June 07, 2024 as a deadline ***<u>otherwise your pre-registration will be cancelled</u>***.

III - <u>Late Registration:</u>

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

Rana G. Chahine
Registrar