

Procedure #	AA-102-P1	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

## Registration Procedure

### 1. Definitions

- 1.1. **Study Plan:** A set of compulsory, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 1.2. **Course:** A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses, and a special file kept by the department for the purpose of follow-up, evaluation and development, and it may be for some courses A requirement or prerequisites or concurrent with it.
- 1.3. **Semester Course Load:** The total number of study units that a student is allowed to register for in a semester, and the maximum and minimum academic load are determined according to the university's executive rules.

### 2. Procedure

- 2.1. Registration for the Fall semester normally starts two weeks prior to the first day of regular classes, while, registration for the Spring semester takes place in the break between semesters (i.e. between the Fall and Spring semesters).
- 2.2. The student shall pay his/her tuition fees and other charges at the cashier or via bank deposit or transfer prior to registration. The University allows scheduling of due fees for payment schedule bearing the signature and the approval of the Director of Finance and the Chancellor.
- 2.3. Students are encouraged to consult with their academic advisors for the courses to be registered.
- 2.4. Registration is restricted to the courses enlisted within the student's study program provided compliance with the pre-requisites and co-requisites courses requirements, and within the designated semester course load limits. Exceptions are subject to the approval of the proper authorities set forth in the Registration Policy.
- 2.5. Registration can be done manually through the Office of the Registrar, or remotely online via the SIS registration system. Online registration is restricted to students who are not on probation.
- 2.6. Manual registration is done by filling and submitting the Registration Form to the Admission and Registration Department. Students on academic probation shall consult with his/her academic advisor for the courses to register and fill out a Registration Form that must bear the advisor signature.



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- 2.7. The registration officer registers the courses on the system and submits the course schedule to the student.
- 2.8. Once students have registered for classes in a semester, they may process schedule modifications during the scheduled drop/add period of that semester.

### 3. Related Documents

- 3.1. Registration Form (AA-102-F1)
- 3.2. Substitute Course Application Form (AA-102-F2)
- 3.3. Overload Registration Application Form (AA-102-F3)
- 3.4. Course Audit Application Form (AA-102-F4)

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