COURSE REGISTRATION GUIDELINES
FOR SEMESTER B, SPRING 2022

1) Course registration opens on **February 27, 2022** at **9:00** a.m. and closes on **March 19, 2022** at **24:00**.

   Registration web site

2) During enrollment period, changes can be made for second semester courses only.

3) New students:
   - The online registration system will offer you study tracks from the academic departments you have been accepted to.
   - You must choose your courses from these tracks.
   - You may choose only one track from your department; multiple tracks from the same department can not be selected simultaneously.
   - If you want to switch departments, contact the **student Administration Division**.

4) Current students:
   - The online registration system offers study programs in accordance with the track you are studying.
   - To replace, change, or add a track, you must apply to your faculty secretariat.

5) When registration is open, you may register for courses or change your program. You may also create a draft and save it to continue working on it later.
   - **Please note: saving your program as a ‘draft’ does not guarantee you a place in the courses you selected.**

6) Each student is responsible for completing his / her studies according to academic and administrative requirements of the University, the Faculty and the Department, as published on the Faculty catalogue.

7) Students who wish to receive "exemption" / "credit" courses based on previous studies at another institution must apply to the faculty secretariat. Credits will be evaluated based on the grade, scope, and content of the course they studied.

   Rules and procedures for tuition payment are posted on the **Student Administration Division’s website**.