

# 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.**