

MAS Program


SPRING 2024 Registration

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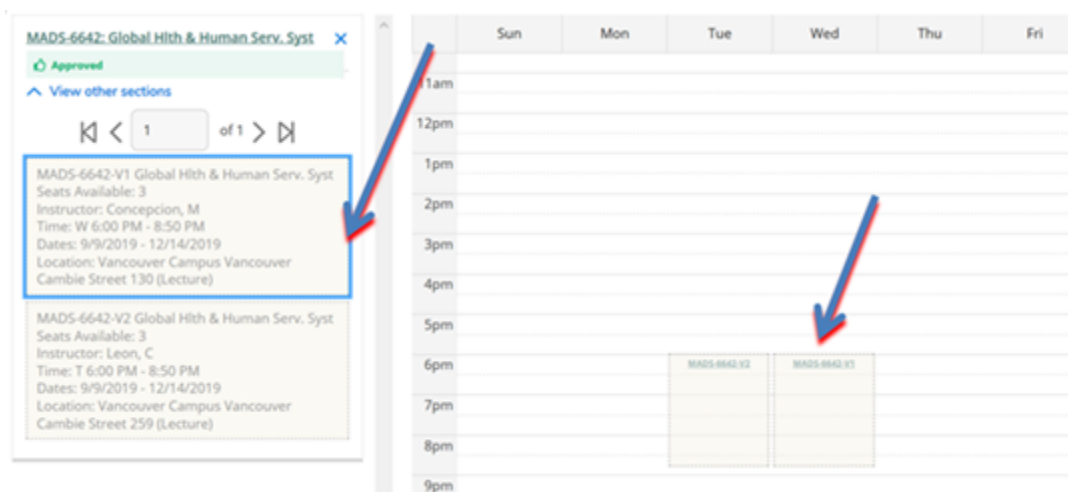
REGISTRATION STEPS

Online priority registration for the Spring 2024 term will open on **November 14, 2023** at **9:00 pm Vancouver time**. Registration priority will be based on the **number of credits completed**.

1. **SUBMIT** your course plan now if you **HAVE NOT** received an approval for your course plan yet. If your courses were already approved  **Approved** , you **don't need to re-submit your plan for approval** after adding your preferred sections.

****MAS – Emergency Management Administration students should contact Dr. Ajay Garg at akg@fdu.edu for course planning and approval****

2. **ADD** your preferred section to your Spring 2024 term plan in Student Planning as shown below.



3. **REGISTER** for the approved sections on your designated registration day.

Priority Registration Dates for MAS Students

- Students who have completed **9 credits or more** can register on **Tuesday, November 14** beginning at **9:00 pm VANCOUVER TIME**.
- Students who have completed **3 credits or more** can register on **Thursday, November 16** beginning at **9:00 pm VANCOUVER TIME**
- Students who have completed **less than 3 credits** can register on **Saturday, November 18** beginning at **9:00 pm VANCOUVER TIME**.

**Student Planning shows registration times in Eastern Time (EDT), which is 3 hours ahead of Vancouver time or Pacific Time (PDT). For example, 12 am November 15 will be 9 pm November 14 Vancouver time.*

NOTES

****For detailed course information and description please refer to Course Catalog in Self-Service.**

****Course offerings, schedules, and instructor details are subject to changes.**

Check your Student Planning account regularly up until the **start of Spring 2024** term for any updates.

MADS 6612 CAPSTONE

The format of this course is different from other MAS courses. There are **3 mandatory sessions** from **9:00 AM to 5:00 PM** on the following days for each section:

- MADS 6612 V1B – **January 13, 15, 16, 2024**
- MADS 6612 V2B / V3B / V4B / V5B – **January 15, 16, 17, 2024**
- MADS 6612 V6B – **January 18, 19, 20, 2024**
- MADS 6612 V7B – **January 16, 17, 18, 2024**

*****Students who do not fully attend all mandatory in-person sessions will fail the course. Absolutely no exceptions will be made.*****

WAITLISTS

If a course is full, you can place yourself on the waitlist by *clicking the “Waitlist”* button in Student Planning. You will receive an email if you get permission to registrar from the waitlist. Check your email regularly as you must **register within 24 hours** after receiving the email.

IMPORTANT DEADLINES

- **January 14, 2024:** Last day to add/drop courses using Student Planning. No penalty.
- **January 15, 2024:** Spring 2024 term starts. From that day, registrations and adding/dropping courses must be done using the [Registration Form](#) and [Change of Schedule Form](#).
- **January 22, 2024:** Classes start for graduate students. **Penalties will apply** when dropping or switching courses from that day.
- **January 29, 2024:** Last day for registrations, adding/dropping courses. After that, students can only withdraw and receive ‘W’ grade in transcript.

The full Academic Calendar is available on [our website](#).

Before changing courses, always consult with your Academic Advisors to ensure they meet your program requirements.

TUITION FEES

Following your registration, you can view your statement in **Self-Service**.

Spring tuition fees are due by January 22, 2024. As of January 23, **late penalty charge** will apply.

Payment Plan

If you require a payment plan, you must *clear your Fall balance* and *complete your registration* before signing up on [International Payment Plan \(IPP\)](#). If you have not created an account in IPP, click [here](#) for instructions on how to do so.

Payment dates for Spring: *December 11th, January 11th, February 11th and March 11th*. The last day to sign up for payment plan is **December 11, 2023**.

STUDENTS WITH ACCOUNT HOLDS

Those who are unable to register or add/drop courses due to account holds must complete the appropriate form and email to esvancouver@fdu.edu.

- New registrations – submit the [Registration Form](#).
- Adding/dropping courses, schedule changes – submit the [Change of Schedule Form](#).

Make sure to *request Advisor's approval in Student Planning* or *obtain Advisor's signature on the forms* before submitting them.

*****Students with an outstanding balance with the University will NOT be allowed to register for classes.***

If you have any questions regarding registration, please contact the Enrollment Services Office at esvancouver@fdu.edu.

All the best for the rest of the term.