MHMS Program

SPRING 2024 Registration
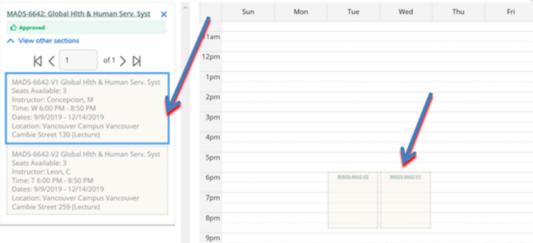
Contents

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

2. REGISTER for the approved sections on your designated registration day.

Priority Registration Dates for MHMS 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.

**Some courses may have special restrictions. If you have any questions, please contact your Academic Advisors to discuss your course selection.

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 <u>using Student Planning</u>. 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 <u>outstanding balance</u> 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.