

Undergraduate Programs


SPRING 2024 Registration

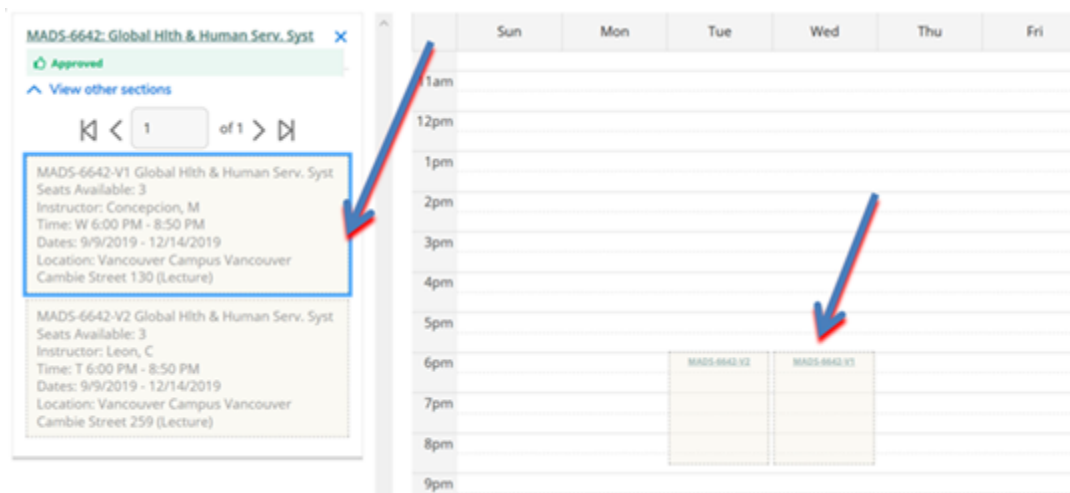
Contents

REGISTRATION STEPS.....	1
Priority Registration Dates for UNDERGRADUATE Students	2
NOTES.....	2
WAITLISTS	3
IMPORTANT DEADLINES.....	3
TUITION FEES	3
Payment Plan	4
STUDENTS WITH ACCOUNT HOLDS	4

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.
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 UNDERGRADUATE Students

- Students who have completed **80 credits or more** can register on **Tuesday, November 14** beginning at **9:00 pm VANCOUVER TIME**.
- Students who have completed **60 credits or more** can register on **Thursday, November 16** beginning at **9:00 pm VANCOUVER TIME**.
- Students who have completed **30 credits or more** can register on **Saturday, November 18** beginning at **9:00 pm VANCOUVER TIME**.
- Students who have completed **less than 30 credits** can register on **Monday, November 20** 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 using Student Planning. No penalty.
- **January 15, 2024:** Spring 2024 term starts. **Penalties will apply** when dropping or switching courses from that day. Registrations and adding/dropping courses must be done using the [Registration Form](#) and [Change of Schedule Form](#).
- **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

Your statement will be available in **Self-Service** within 5 business days following your registration.

Spring tuition fees are due by January 15, 2024. As of **January 16**, **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.