MSACS Program

Fall 2025 Registration

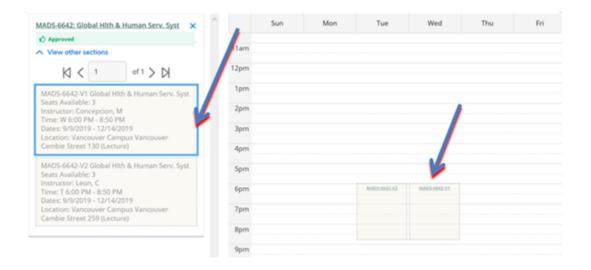
Contents

REGISTRATION STEPS	1
Priority Registration Dates for MSACS Students	2
NOTES	3
WAITLISTS	
IMPORTANT DEADLINES	
TUITION FEES	
STUDENTS WITH ACCOUNT HOLDS	3

REGISTRATION STEPS

Online priority registration for Fall 2025 will open on June 23, 2025 at 8:00 am Vancouver time. Registration priority will be based on the number of credits completed.

- **1. SUBMIT** your course plan now if you <u>have not</u> 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.
- **2. ADD** your preferred section to Fall 2025 in Self-Service as shown below.



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

Priority Registration Dates for MSACS Students

- Students who have completed 9 credits or more can register on Monday,
 June 23 beginning at 8:00 am VANCOUVER TIME.
- Students who have completed 3 credits or more can register on Wednesday, June 25 beginning at 8:00 am VANCOUVER TIME
- Students who have completed less than 3 credits can register on Friday,
 June 27 beginning at 8:00 am VANCOUVER TIME.

NOTES

- **For detailed course information and description please refer to <u>Course Catalog</u> in Self-Service.
- ** <u>Course offerings, schedules, and instructor details are subject to changes</u>. Check your Self-Service account regularly up until the **start of Fall 2025** 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.

^{*}Self-Service shows registration times in Eastern Time, which is 3 hours ahead of Vancouver time or Pacific Time. For example, 11 am June 23 will be 8 am June 23 Vancouver time.

WAITLISTS

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

IMPORTANT DEADLINES

- September 3, 2025: Last day for online registration/schedule changes <u>using</u> <u>Self-Service</u>. No penalty.
- September 4, 2025: Fall 2025 term starts. Penalties will apply when dropping or switching courses from that day. Registration and adding/dropping courses must be done using the <u>Registration Form</u> and Change of Schedule Form.
- **September 15, 2025:** Last day for registration, 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

Statements for Fall 2025 will be available towards the end of July. The Enrollment Services Office will notify students when they can check Self-Service.

Fall tuition fees are due by September 4, 2025. As of September 5, late penalty charge will apply according to the policy on our website.

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 registration – submit the <u>Registration Form</u>.

• Adding/dropping courses, schedule changes – submit the <u>Change of Schedule Form.</u>

Make sure to *request Advisor's approval in Self-Service* 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.