REGISTRATION PROCEDURE
SPRING SEMESTER 2012-2013

CURRENT STUDENTS

Dear students,
In order to successfully perform your registration procedure at USEK, we recommend you to abide by the following procedure:

Step 1: Verification of your status → on Banner self-service
- Go to Banner self-service from the homepage of MyUSEK and the USEK website (usek.edu.lb).
- Verify if your registration is suspended due to an academic/administrative reason → if so, you have to refer to the administration of your Faculty/Institute.
- Check if there are any unpaid remaining tuition fees → if so, you have to pay the due sum and the first payment at the same time (cf. step 2 below).

Step 2: Installment of the 1st tuition fees payment → AUDI, BLOM, BYBLOS or BANK OF BEIRUT
Starting January 18, 2013, you can settle the first tuition fees payment at one of the following bank branches AUDI, BLOM, BYBLOS and BANK OF BEIRUT, along with your student card.

The amount of the 1st payment is set as follows:
- 1200 USD for all the Undergraduate and Graduate Studies programs at the University;
- 285 USD for the continuing education programs;
- 1000 USD for the Regional University Centers.

THE 1st PAYMENT MUST BE SETTLED AT LEAST 2 WORKING DAYS BEFORE COURSE REGISTRATION.

Notes:
- Students who benefit from a financial aid should settle the whole amount of the first payment fees mentioned above. The discount will be applicable starting the second payment.
- Students who are about to finish their academic program and whose fees are less than those mentioned previously, must refer to the secretariat of their Faculty/Institute, at least 2 working days before the course registration. They should fill in the relevant application and sign it by the Dean/Director or the Academic Secretary of their Faculty/Institute, before submitting it to the Social Service Office.
- In case of any financial problem, students can proceed to the USEK Social Service Office.

Step 3: Course registration → on usek.edu.lb
Undergraduate, graduate and postgraduate students should complete their registration exclusively online via Banner self-service, except the students registered at the Faculty of Music who should proceed with registration at the Faculty itself.

The registration period to the Fall Semester is set from January 31 to February 6, 2013 according to the following calendar:

<table>
<thead>
<tr>
<th>Undergraduate studies:</th>
<th>File transfer (Undergraduate and Graduate studies)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students acquiring 90 credits and above → from Jan. 31 to February 6</td>
<td>All students → February 7 &amp; 8, 2013.</td>
</tr>
<tr>
<td>Students acquiring between 60 &amp; 89 credits → from February 2 to 6</td>
<td></td>
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<tr>
<td>Students acquiring between 30 &amp; 59 credits → from February 3 to 6</td>
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</tr>
<tr>
<td>Students acquiring between 0 &amp; 29 credits → February 4 to 6</td>
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</tr>
<tr>
<td>Graduate studies:</td>
<td></td>
</tr>
<tr>
<td>Students acquiring 24 credits and above → from January 31 to February 6</td>
<td></td>
</tr>
<tr>
<td>Students acquiring between 12 &amp; 23 credits → from February 2 to 6</td>
<td></td>
</tr>
<tr>
<td>Students acquiring between 0 &amp; 11 credits → from February 4 to 6</td>
<td></td>
</tr>
<tr>
<td>Postgraduate studies:</td>
<td></td>
</tr>
<tr>
<td>All students → from January 31 to February 6</td>
<td></td>
</tr>
</tbody>
</table>

The Add & Drop and Late Registration periods from February 11 to 15, 2013. Students registering during the Late Registration period will be subject to a run 50 USD penalty. All “Add & Drop” procedures should be done at the concerned Academic Unit.

Students in continuing education should complete their registration in the Faculty/Institute they are affiliated to from February 11 to 15, 2013.

Procedure: For further information, students may also contact the Help Desk of the Registrar’s Office on 09 600 400.

Opening hours of administrative offices and secretariats of academic units: from 8:30 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:30 p.m.
For further information, contact: 09 600 000

Consult the University website regularly usek.edu.lb
For further information, to file a complaint or claim, send an e-mail to: inscriptions@usek.edu.lb

The Secretariat General, January 3, 2013