

# NOTICE TO STUDENTS

Registration Procedure – Spring Semester 2009 - 2010-02-03

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## NEW STUDENTS

Dear students,

In order to successfully proceed with your registration procedure at USEK, we recommend you to abide by the following procedure:

### **Step 1: Choice of Major**

New students have the choice:

- Of addressing in person the Orientation and Admission Office in order to obtain their results concerning the admission tests and confirm their choice of major
- Of visiting the USEK website [www.usek.edu.lb](http://www.usek.edu.lb) and click on the icon [Results of the Admission Tests]. They will be required to enter the number of their admission file (ADMxxxxxx) and their date of birth for identification. They can therefore check their results of the admission tests and confirm their choice of major **only if their admission file is complete**. Otherwise, they should complete it by proceeding to the Orientation and Admission Office.

### **Step 2: Installment of the First Payment of Tuition Fees**

After having made the choice of major, the new students should wait 2 working days before installing the first payment of the tuition fees. After this period, they can proceed to any branch of **AUDI, BLOM, BYBLOS or BANK OF BEIRUT along with their Student ID and without the need to withdraw a payment slip from the Accounting Office.**

The amount of the first payment is:

- 750 US\$ for the Master programs of the Faculty of Law, Faculty of Letters, Faculty of Music and the Faculty of Philosophy and Human Sciences

- 1000 US\$ for all other university programs
- 205 US\$ for the continuing education programs

The payment should be installed **at least 2 working days before the start of the course registration.**

### **Step 3: Course Registration**

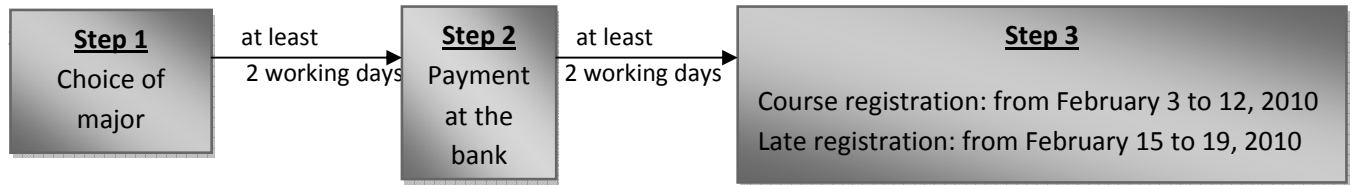
The registration period for the Spring Semester 2009 – 2010 runs from **February 3 to 12, 2010**. The Add/Drop period and late registration runs from **February 15 to 19, 2010**. Every student who registers during the late registration period will have to pay a **50 US\$ penalty**.

Students should proceed to the Registration Office of the related Faculty/Institute at least 2 working days after having installed the first payment at the bank.

In order to register, the student should:

- Consult in advance the schedule of courses on the USEK website ([www.usek.edu.lb](http://www.usek.edu.lb)) or on the bulletin boards and select courses according to the chosen major.
- Fill in a temporary registration form indicating the chosen courses. This form is available at the Registration Office of the related Faculty/Institute, at the Registrar Office or on USEK intranet.
- Speak to an academic advisor who will proceed with checking the selected courses and registration on the computer system.

At the end of the registration procedure, the student obtains a printed document signed by the academic advisor and mentioning the registration details (courses, credits, schedule and locations). The student should keep this document and present it in case of any change in the registration status during the Add/Drop period which runs from February 15 to 19, 2010. **IT IS IMPERATIVE TO KEEP THIS DOCUMENT TILL THE END OF THE SEMESTER.**



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Opening hours of administrative offices and secretariats of academic units: from 8:30 to 1:00 and from 2:00 to 5:30

For further information: 09/600000

**Consult the USEK website periodically ([www.usek.edu.lb](http://www.usek.edu.lb))**

For any information request, to deposit a complaint or claim, send an e-mail to the address

[inscriptions@usek.edu.lb](mailto:inscriptions@usek.edu.lb)

**Secretary General – January 14, 2010**