

NOTICE TO STUDENTS

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

CURRENT 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: Status Checking on Banner Self-Service

Current students should check on Banner self-service (www.usek.edu.lb, *banner system* heading):

- If their registration is suspended due to an academic reason. In this case, the concerned students should consult the administration of their Faculty/Institute.
- If there is any unpaid balance of previous tuition fees. In this case, the concerned students should install it at the same time with the first payment.

Step 2: Installment of the First Payment of Tuition Fees

As of January 14, 2010, students can install the first payment of their tuition fees by proceeding 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.**

Remarks:

1. **Students benefitting from financial aid** should install the first payment as indicated above. Reduction will be applied as of the second payment.
2. **Students at the end of their academic path** and whose tuition fees fall beyond the abovementioned amounts, should proceed to the secretariat of their Faculty/Institute, fill in the relevant form and have it signed by the Dean/Director or the Academic Secretary of their Faculty/Institute, before submitting it to the **Social Service Office**. They can install the first payment as of the next day.
3. In case of financial problems, the student can proceed to the Social Service Office.

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**.

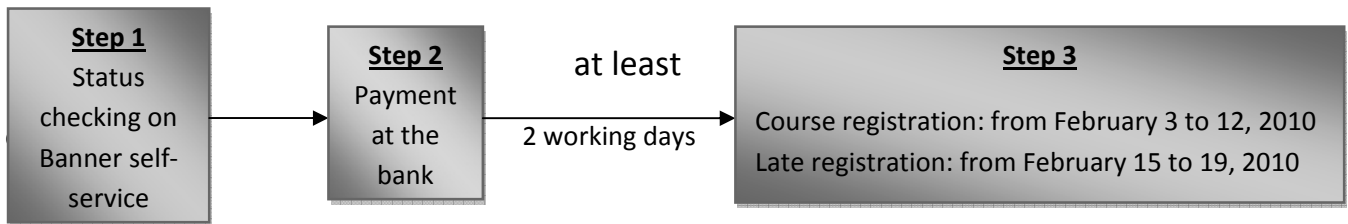
Students should proceed to the Registration Office of the related Faculty/Institute at least 2 working days after having installed the first payment at the bank.

In order to register, the student should:

- Consult in advance the schedule of courses on the USEK website (www.usek.edu.lb) 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.**



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)

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

inscriptions@usek.edu.lb

Secretary General – January 14, 2010