

# MSACS Program


## SPRING 2025 Registration

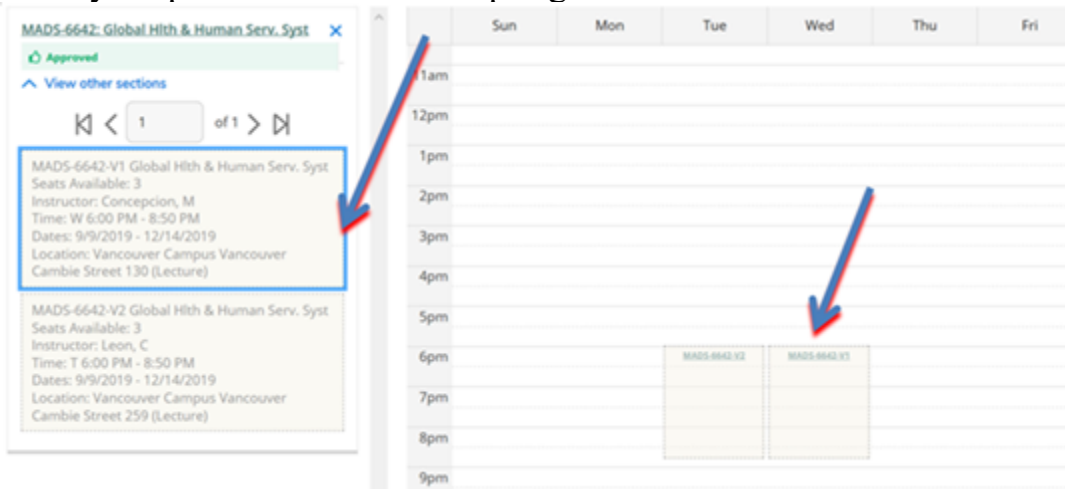
### Contents

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

### REGISTRATION STEPS

Online priority registration for Spring 2025 will open on **November 12, 2024** 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 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**.
- 2. ADD** your preferred section to Spring 2025 in Self-Service as shown below.



The screenshot displays a course selection interface. On the left, a list of sections for 'MADS-6642: Global Hlth & Human Serv. Syst' is shown. The first section is 'MADS-6642-V1 Global Hlth & Human Serv. Syst' with 3 seats available, taught by Conception, M, on Wednesdays from 6:00 PM to 8:50 PM. The second section is 'MADS-6642-V2 Global Hlth & Human Serv. Syst' with 3 seats available, taught by Leon, C, on Thursdays from 6:00 PM to 8:50 PM. On the right, a calendar grid shows the days of the week (Sun to Fri) and time slots from 1am to 9pm. A red arrow points from the first section in the list to the 6pm slot on Wednesday. Another red arrow points from the second section in the list to the 6pm slot on Thursday. The calendar grid shows 'MADS-6642-V2' in the 6pm slot on Wednesday and 'MADS-6642-V1' in the 6pm slot on Thursday.

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 **Tuesday, November 12** beginning at **8:00 am VANCOUVER TIME**.
- Students who have completed **3 credits or more** can register on **Thursday, November 14** beginning at **8:00 am VANCOUVER TIME**
- Students who have completed **less than 3 credits** can register on **Saturday, November 16** beginning at **8:00 am VANCOUVER TIME**.

*\*Student Planning shows registration times in Eastern Time, which is 3 hours ahead of Vancouver time or Pacific Time. For example, 11 am November 12 will be 8 am November 12 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 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.

### **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 19, 2025:** Last day to add/drop courses using Self-Service. No penalty.

- **January 20, 2025:** From this day, registrations and adding/dropping courses must be done using the [Registration Form](#) and [Change of Schedule Form](#).
- **January 27, 2025:** Spring 2025 term starts for MSACS students. **Penalties will apply** when dropping or switching courses from that day.
- **February 3, 2025:** 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**

Following your registration, you can view your statement in **Self-Service**.

**Spring tuition fees are due by January 27, 2025.** As of **January 28, 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 [esvancover@fdu.edu](mailto:esvancover@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 [esvancover@fdu.edu](mailto:esvancover@fdu.edu).