

Undergraduate Programs


SPRING 2025 Registration

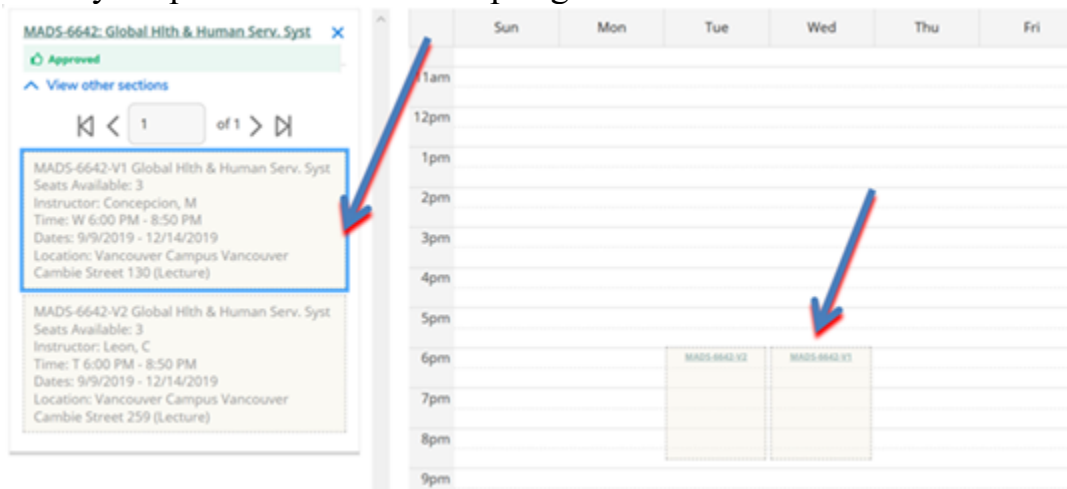
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REGISTRATION STEPS

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**.

- 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**.
- ADD** your preferred section to Spring 2025 in Self-Service as shown below.



The screenshot displays a user interface for selecting course sections. On the left, a list of sections is shown, with the first section highlighted in a blue box. This 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 Tuesdays 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. The 6pm slot on Wednesday and Thursday is highlighted with a yellow background, indicating the selected sections. Red arrows point from the highlighted sections in the list to their respective slots in the calendar.

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

Priority Registration Dates for UNDERGRADUATE Students

- Students who have completed **80 credits or more** can register on **Tuesday, November 12** beginning at **8:00 am VANCOUVER TIME**.
- Students who have completed **60 credits or more** can register on **Thursday, November 14** beginning at **8:00 am VANCOUVER TIME**.
- Students who have completed **30 credits or more** can register on **Saturday, November 16** beginning at **8:00 am VANCOUVER TIME**.
- Students who have completed **less than 30 credits** can register on **Monday, November 18** 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:** Spring 2025 term starts for undergraduate students. **Penalties will apply** when dropping or switching courses from that day. Registrations and adding/dropping courses must be done using the [Registration Form](#) and [Change of Schedule Form](#).
- **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

Your statement will be available in **Self-Service** within 5 business days following your registration.

Spring tuition fees are due by January 20, 2025. As of **January 21**, **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 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 esvancouver@fdu.edu.