MAS Program

SUMMER 2025 Registration

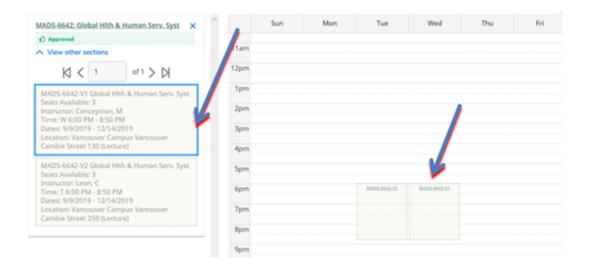
Contents

REGISTRATION STEPS	1
Priority Registration Dates for MAS Students	2
NOTES	2
MADS 6612 CAPSTONE	3
WAITLISTS	3
IMPORTANT DEADLINES	3
TUITION FEES	4
Payment Plan	4
STUDENTS WITH ACCOUNT HOLDS	4

REGISTRATION STEPS

Online priority registration for Summer 2025 will open on March 31, 2025 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 <u>have not</u> received an approval for your course plan yet. If your courses were already approved point approved, you don't need to re-submit your plan for approval.
- **2. ADD** your preferred section to Summer 2025 in Self-Service as shown below.



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

Priority Registration Dates for MAS Students

- Students who have completed 9 credits or more can register on Monday,
 March 31 beginning at 8:00 am VANCOUVER TIME.
- Students who have completed 3 credits or more can register on Wednesday, April 2 beginning at 8:00 am VANCOUVER TIME
- Students who have completed less than 3 credits can register on Friday,
 April 4 beginning at 8:00 am VANCOUVER TIME.

NOTES

- **For detailed course information and description please refer to <u>Course Catalog</u> in Self-Service.
- ** Course offerings, schedules, and instructor details are subject to changes. Check your Self-Service account regularly up until the start of Summer 2025 term for any updates.

^{*} Self-Service shows registration times in Eastern Time, which is 3 hours ahead of Vancouver time or Pacific Time. For example, 11 am March 31 will be 8 am March 31 Vancouver time.

MADS 6612 CAPSTONE

The format of this course is different from other MAS courses. There are 6 mandatory sessions on the following days for each section:

- MADS 6612 V1B May 8, 9, 10, 2025 9 am 12:30 pm
 and June 14, 28, July 12, 2025 1:30 pm 5 pm
- MADS 6612 V2B May 12, 13, 14, 2025 9 am 12:30 pm
 and June 21, July 5, 19, 2025 1:30 pm 5 pm

**Students who do not fully attend all mandatory in-person sessions will fail the course. Absolutely no exceptions will be made. **

WAITLISTS

If a course is full, you can place yourself on the waitlist by *clicking the "Waitlist"* button in Self-Service. You will receive an email if you get permission to register from the waitlist. Check your email regularly as you must *register within 24 hours* after receiving the email.

IMPORTANT DEADLINES

- May 25, 2025: Last day for online registration/schedule changes <u>using Self-Service</u>. No penalty.
- May 26, 2025: Summer 2025 term starts. Penalties will apply when dropping or switching courses from that day. Registration and adding/dropping courses must be done using the <u>Registration Form</u> and Change of Schedule Form.
- June 2, 2025: Last day for registration, 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**.

Summer tuition fees are due by May 26, 2025. As of May 27, late penalty charge will apply according to the policy on our website.

Payment Plan

If you require a payment plan, you must *clear your Spring balance* and *complete your registration* before signing up on <u>International Payment Plan (IPP)</u>. If you have not created an account in IPP, click <u>here</u> for instructions on how to do so.

Payment dates for Summer: April 24th, May 24th, and June 24th. The last day to sign up for payment plan is April 24, 2025.

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 <u>Registration Form</u>.
- Adding/dropping courses, schedule changes submit the <u>Change of Schedule Form</u>.

Make sure to *request Advisor's approval in Self-Service* or *obtain Advisor's signature on the forms* before submitting them.

**Students with an <u>outstanding balance</u> 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.