

## **REGISTRATION INFORMATION – Fall 2018**

**The regular registration period for current students:**

**From July 23 (Mon) to August 20 (Mon), 2018**

**1. The late fee and Add/Drop fee are \$50.**

**2. Even the class starts later part of the semester, you have to register during the regular registration period. Otherwise, you are subject to the late registration fee.**

### **Steps to do:**

1. Fill in a registration form, either on-line (<http://www.uewm.edu/registration/mstcm>) or paper (You can get it from the school lobby).
2. Submit the form by e-mail or in-person to the Registrar office ([registrar@uewm.edu](mailto:registrar@uewm.edu)) for approval. It may not take no more than two working days for the approval. If no one is available for the paper form, please insert the form in the Drop box in front of the Registrar's office.
3. Once approved, the Finance will email you the invoice. Then pay the tuition together with the Registration fee (\$25) and Instructional Resource Fee (\$30). **The registration is completed only after your payment is completed.**

\* Registration form with no course selected will not be accepted.

\* For clinic courses (CL2 – CL7), you must apply to the Clinic Manager or Director before registering.

\* Submit only one registration form per semester. If you want to change, use the Drop/Add form.

### **If you do not register during the regular period:**

You may still follow the same steps as the above. But the registration must be done **before the end of the 2<sup>nd</sup> week of the new term (Sept 17, 2018)** or no more than 20% of instruction has been completed for that course, whichever is earlier. At that time, **a late registration fee of \$50** shall be added in addition to the existing fees.

### **Add/Drop procedure:**

\* You cannot add a course after the second week of the new semester or more than 20% of instruction has been completed for that course, whichever is earlier.

\* If a course starts after the 2<sup>nd</sup> week of the semester, you still have to register during the regular registration period.

\* An Add/Drop fee of \$50 shall be charged on every application form, not by the subject.

\* **Make sure you bring the copy of the original registration form together with the Add/Drop form.**

### **Please note:**

\* Be sure you have taken the pre-requisite(s) for a specific course before you register for it.

\* **You cannot register for more than 22 units of courses (excluding clinic courses).**

\* **Do not pay in the finance office without the Registrar's or Dean's approval signature on your registration form.** Otherwise your course registration shall be revoked even though you have paid. Always ask for the receipt, especially when you pay with cash.

**\*\*\*\*\* School is strictly following the policies in the catalogue. Please don't ask for exceptions or violating the policies. Also, please read the catalog and know your responsibilities and rights. \*\*\*\*\***

## 課程註冊信息-2018 秋季

在讀學生的常規註冊時間:

從 7 月 23 日(週一) 到 8 月 20 日(週一), 2018

### 1. 超時註冊費和 加/減課程為\$50。

2. 即使該課程的開始時間是在本學期的後半部分，您也需要在常規註冊時間內註冊該課程。否則，您就需要支付超時註冊費。

### 註冊步驟:

1. 填寫註冊表, 網上註冊(<http://www.uewm.edu/registration/mstcm>) 或者填寫紙質表格(學校大廳自取).
2. 將註冊表通過電子郵件([registrar@uewm.edu](mailto:registrar@uewm.edu))提交或者直接交到註冊辦公室進行審核。通過審核的時間一般不超過兩天。如果辦公室無人接收申請表, 請將申請表投進註冊辦公室門前的箱子裡。
3. 如果通過了審核, 財務處會給您發郵件。您需要在付學費的同時支付註冊費(\$25) 和教學資源費 (\$30)。在您付清各個款項後, 您的註冊就完成了。

\* 不接受沒有填寫具體註冊哪些課程的註冊表。

\* 診所的課程(從 CL2 到 CL7), 在註冊前, 您需要先在診所經理或者診所主任處申請。

\* 每個學期只能提交一張註冊表。如果您需要更改課程, 請使用加/減課程表格(Drop/Add form)。

### 如果您在常規註冊時間沒有註冊:

您還是需要按照以上的步驟註冊課程。但是你的註冊必須要在新學期的第二週結束前或者不超過 20% 的教學時間內完成。而且您會被加收超時註冊費\$50。

### 加/減課流程:

\* 新學期開始兩週後不能加課或者該們課程的教學實踐超過 20%將不能加課。

\* 如果該課程是在開學兩週後開始, 您依然需要在常規註冊時間內註冊課程。

\* 加減課費用是按照每張申請表\$50 收取, 然不是按照課程數量收取。

\* 在提交加減課程表格時, 您需要帶上您的課程註冊表的複印件。

### 請注意:

\* 某些課程需要在您修完預修課程後才能註冊。

\* 每個學期不能註冊超過 22 格學分(不包括診所)。

\* 在註冊辦公室或者主任簽字通過前, 請不要付費。否則您註冊的課程會被取消。請主動向財務索要收據, 尤其是當您使用現金支付時。

\*\*\*\*\* 學校會嚴格遵守各項規章制度。任何人都不能例外或者違反制度。請仔細閱讀學校的規章制度, 了解您的權利和義務。\*\*\*\*\*

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