

REGISTRATION INFORMATION – Fall 2019

The regular registration period for current students: From

Aug 1 (Thurs) to Aug 18 (Sun), 2019

<http://www.uewm.edu/registration/mstcm>

1. The late fee and Add/Drop fee are \$50.
2. Even if the class starts during the 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 out a registration form online <http://www.uewm.edu/registration/mstcm>
 2. Once approved (which may take up to two weeks), 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 2nd week of the new term (Sept 22, 2019) or before 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.
 - * An Add/Drop fee of \$50 shall be charged on every application form (which is now online), not by the subject. <https://uewm.edu/registration/add-drop>
- Please note:
- * Be sure you have taken the prerequisite(s) for a specific course before you register for it. You can check the school catalog for prerequisite(s).
 - * You cannot register for more than 22 units per semester (excluding CL2-CL7)
 - * 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 catalog. Please don't ask for exceptions or violating the policies. Also, please read the catalog and know your responsibilities and rights. *****

MSTCM Dean's Office & Registrar's Office 8/1/19

註冊信息 - 2019 年秋季

- * 現有學生的定期註冊期：2019 年 8 月 1 日（周四）至 8 月 18 日（周日）
<http://www.uewm.edu/registration/mstcm>
- * 1.延遲費用和 add/drop 課程費用為 50 美元。
- * 即使課程在學期後期開始，你也必須在正常註冊期間註冊。
- * 否則，您需要支付延遲註冊費。
- * 要做的步驟：
 - * 1.填寫登記表，在線 <http://www.uewm.edu/registration/daom>
 - * 2.獲得批准後（**核實您的登記表的过程会在 2 周内完成**），財務部門將通過電子郵件向您發送發票然後支付學費和註冊費（25 美元）和教學資源費（30 美元）。**只有在您的付款完成後，註冊才會完成。**
- * •不接受未選擇課程的註冊表。
- * •對於診所課程（CL2-CL7），您必須在註冊前向診所經理或主任提出申請。
- * •每學期只提交一份註冊表。如果要更改，請使用“刪除/添加”表單。
- * 如果您在常規期間沒有註冊：
 - * 您仍然可以按照與上述相同的步驟操作。但註冊必須在新學期第二週結束前（2019 年 9 月 22 日）完成，或者該課程的教學完成不超過 20%，以較早者為準。屆時，除現有費用外，還應加收 50 美元的延遲註冊費。
 - * **Add/Drop 課程：**
 - 您無法在新學期的第二週之後 add/drop 課程，或者已經完成該課程的 20%以上的教學，以較早者為準。
 - * •每份申請表格收取 50 美元的手续费。
- * 此程序在网上提交。 <https://uewm.edu/registration/add-drop>
- * 請注意：
 - * •在註冊之前，請確保您已完成特定課程的先決條件。您可以查看學校目錄中的先決條件。
 - * •每學期不能註冊超過 22 個 units（CL2-CL7 除外）
 - * •如果沒有註冊表上的註冊商或院長的批准簽名，請不要在財務辦公室付款。否則，即使您已經付款，您的課程註冊也將被撤銷。總是要求收據，特別是當您用現金支付時。

******* 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。*******