

DAOM REGISTRATION INFORMATION

The regular registration period for current students: From August 14 to October 14, 2020 <http://www.uewm.edu/registration/daom>

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/daom>
2. 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 , you must apply to the Clinic Director and DAOM Dean 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 one week before each class begin. 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 less than one week before each class begin .
- * 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 can check the course syllabus for pre-requisite(s) in NEO.
 - * 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. *****

UEWM Academic Dean's & Registration Office