REGISTRATION INFORMATION – Spring 2027

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

from **November 18 (Wed) to December 9 (Wed), 2026**

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

1. **The Late Registration Fee and Add/Drop Fee are $75 each.** No late or Add/Drop fees will be charged for forms submitted during the regular registration period.
2. **Even if a class begins later in the semester, you must register during the regular registration period**; otherwise, you will be subject to the late registration fee.

Steps to register during regular period:

- Fill out a registration form online **using your UEWM.edu email account** before the end of the open reregistration period in order to avoid late fee: http://www.uewm.edu/registration/mstcm .
- Once approved by the Registrar, the Finance Office will email you an invoice. Please pay the tuition, Registration Fee ($38), and Instructional Resource Fee ($120). **Your registration will be considered complete only after your payment has been received.**You must pay within 7 days of receiving your invoice; otherwise, your registration form will become null and void.
- Registration forms without course selection will not be accepted. **For clinic courses (CL2–CL7),** apply to the Clinic Manager or Director at clinic.admin@uewm.edu before registering.
- **Submit only one registration form per semester.** If you need to make changes, use the Add/Drop form,https://uewm.edu/registration/add-drop.

If you do NOT register during the regular period:

You may still follow the same steps as the above. However, registration must be completed before the end of the **2nd week of the new term (January 17, 2027)** or **before more than 20%** of instruction for that course has been completed. At that time, **a late registration fee of $75** will 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 or that course has been completed.
- **The $75 late Add/Drop fee applies per form.**
- **Refund Policy: Refunds are based on the withdrawal date and percentage of course completion. No tuition refunds are available after 60% of instruction has been completed.** For details, please refer to the UEWM Catalog and Enrollment Agreement.
- The Add/Drop fee of $75 will be waived in the event of class cancellation. Students who drop the canceled class within one week will be eligible for a refund, otherwise, the remaining balance will be automatically credited to their account.

Please note:

- Make sure you have **completed the prerequisite(s) before registering** for a course. Check the school catalog for details.
- **You may not register for more than 22 units per semester, including Clinic courses (CL2–CL7).**
- After payment, you will receive a confirmation email from the Finance Office. If not, request a receipt — especially for cash payments.
- **Your name will not appear in the class roster and on Moodle until your tuition is paid in full.**

*** The school is strictly following the policies in the catalog. Please do not ask for exceptions or violations of the policies. Also, please read the catalog and know your responsibilities and rights. *** The Academic Office and Registrar Office*** 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。 ***

註冊信息 - 2027年春季

在校學生常规註冊時間：**2026年11月18日（週三）至12月9日（週三）**

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

1. 逾期注册和加選/退選（Add/Drop） 課程，**需繳逾期注册手續費75美元,每份逾期加選/退選表格手續費用為75美元。**在常规注册时间内的注册、加选/退选 (Add/Drop)课程不需交手续费。
2. 即使課程在學期後段才開始，也須在常规註冊期間完成註冊，**否則將收取逾期註冊費75美元**。

正常註冊期間的註冊流程：

- 於正常再註冊期間結束前，完成註冊手續以避免繳逾期注册手續費75美元。在線填寫註冊表，http://www.uewm.edu/registration/mstcm。
- 經註冊部批准後，財務部將通過電子郵件向您寄送發票。請在收到發票後，於 7 日內繳清學費、註冊費（$38）與教學資源費（$120）。只有在完成繳費後，註冊手續才算正式完成。您必須在收到发票后7天內付款，否則您的註冊單將失效。
- 註冊時必須填寫就讀課程。關於診所課程（CL2-CL7），您必須在註冊前向診所經理或主任提出申請 clinic.admin@uewm.edu 。
- **每學期只可提交一份註冊表**。如果需要更改，請使用"加選/退選"（Add/Drop)表格 https://uewm.edu/registration/add-drop。

如果您在規定的期間沒有註冊：

您仍可按照上述相同的步驟操作。**但註冊必須在新學期的第二週結束前（2027年1月17日）完成，或者該課程的教學完成不超過20%。**屆時，除原有費用外，還需加收**逾期註冊費**75美元。

加/退選课（Add/Drop) 程序：

- 您不能在新學期的第二週之後添加課程，或者該教學課程已經完成20％以上。
- **每份逾期加選/退選表格手續費用為75美元。**
- **退费政策：退费金额将根据学生退课时间及课程已完成的教学进度，按照学校相关退费政策计算。课程教学进度达到60%后，学费将不予退还**，具体退费规定请参照学校《Catalog》及《Enrollment Agreement》。
- 若課程因學校原因被取消，则可免除"加/退選"手续费。学生在课程被取消一周内退课可以申请退款，若未於期限內辦理，剩餘款項將自動轉入學生帳戶作為餘額。

注意事項：

- **在註冊課程之前，請確保您已完成每門課程的預修課程（prerequisite）**，相關資訊請查閱學校課程目錄（School Catalog）。
- 每學期**註冊學分不得超過 22 學分**，此上限**包含診所課程**（Clinic2-7）。
- 完成繳費後，您應會收到財務部的確認電子郵件。若未收到，請務必主動索取收據，特別是以現金支付時。
- **若學費未全額繳清，你的姓名將不會出現在課程名單（Class Roster）與 Moodle 系統中。**

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