

## REGISTRATION INFORMATION – Summer 2023

The regular registration period for current students is from **March 13 (Mon) to April 2nd (Sun), 2023**

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

1. **The late fee and Add/Drop fee are \$50.** (There are no late fees or Add/Drop fees for forms submitted during the regular registration period.)
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 register during regular period:

1. 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> 2. Once approved, the Finance will email you the invoice. Then pay the tuition together with the Registration fee (\$25) and Instructional Resource Fee (\$80). **The registration is completed only after your payment is completed. You must pay within 7 days after you receive your invoice from Finance, or your registration form will be null and void.**

- 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 Add/Drop 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 (May 21, 2023) or before no more than 20% of instruction has been completed for that course.** 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.
- \* An Add/Drop fee of \$50 shall be charged on every application form, not by the subject. \* **The Add/Drop fee of \$50 will be waived in the case of class cancellation. Students who drop the canceled class within one week will be qualified for a refund, otherwise, the balance will be automatically credited to their account.**

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

\*\*\* 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

## 註冊信息 - 2023年夏季

在校學生常規註冊時間 **2022年3月13日(週一)至4月2日(週日)**

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

- 1.若晚註冊和加選/退選(Add/Drop)課程,需繳交晚註冊手續費50美元。在常規註冊時間內的加選/退選(Add/Drop)課程不需交手續費。
- 2.儘管課程在學期的後部分開始,您也必須在常規註冊時間內註冊;否則酌收晚註冊手續費50美元。

步驟:

- 1.在正常註冊期間完成註冊手續以避免罰款。填寫登記表,在線<http://www.uewm.edu/registration/mstcm>
- 2.獲得註冊組批准後,財務部門將通過電子郵件向您發送收款單,安排支付學費和註冊費(25美元),教學資源費(80美元)。在付款完畢後,才算註冊完成。您必須在收到發票後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。● 每學期只提交一份註冊表。如果需要更改,請使用“加選/退選”(Add/Drop)表格。

如果您在規定的期間沒有註冊:

您仍然可以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(2023年5月21日)完成,或者該課程的教學完成不超過20%。屆時,除現有費用外,還需加上50美元晚註冊手續費。

添加/刪除程序:

- 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。● 每份加選/退選表格手續費用為50美元,而不是按照每門課收費。
- 如果課程被取消,則可免除“加選/退選”手續費。學生在課程被取消一周內退課可以申請退款,否則,被取消課程的學費將自動退回到學生的帳戶作以後的選課使用。

請注意:

- 在註冊課程之前,請確保您已完成每門課程的預修課程。您可以查看學校目錄(Catalog)中的預修課程。
- 每學期不能註冊超過22學分(包括診所實習學分)。
- 請確認註冊表上有註冊部或院長的簽名批准後,再到財務辦公室付款。否則,即使您已經付款,您的課程註冊也將被撤銷。在支付後請保留好收據,特別是用現金支付時。●

\*\*\* 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。\*\*\*\*

國際醫藥大學學術部院長辦公室&註冊辦公室