



SPRING 2022 REGISTRATION Exchange & IEP FAQ

Spring 2022 Term: January 18 – May 15, 2022

SPRING 2022 REGISTRATION CALENDAR IEP Students, including EXCHANGE IEP

Registration Opens December 6

Registration Closes December 10

Late Registration Fee of \$50 Due After 12/10/21

Tuition Payment Deadline 4:30 pm, Thursday, 1/13/22

\$100 late payment fee charged after this date

Add/Drop Deadline	Full Tuition Refund	5 pm, 1/21/22
	Partial Tuition Refund	5 pm, 1/28/22

ARE CLASSES ON CAMPUS THIS SPRING?

While the university continues to monitor the pandemic situation, we are not currently considering remote options in the spring. All classes will be on campus and in person, with the exception of those courses being offered in hybrid or online modalities. Make plans to be vaccinated and on campus.

Campus - traditional face-to-face instruction delivered at a set time in a classroom here on campus.

Online - all instruction is delivered through online through asynchronous instruction. Any synchronous component is usually supplemental.

Hybrid - combines synchronous (remote) and asynchronous (online) instruction.

WHAT IF I MISS THE FIRST WEEK OR TWO OF THE SPRING TERM?

If you register for a course, but do not attend the first class session without prior approval from the instructor, you may be removed from that course roster. The change in units may affect your aid or scholarship eligibility and the amount of aid you can receive. If you are studying on an F-1 visa and this drops you below full time, you may lose your status.

- If you add the class after the first class session has met, you must attend the next scheduled session.
- If you are dropped, you may petition for reinstatement, but reinstatement is not guaranteed.

PLEASE BE AWARE: This does not mean that you can drop a class just by not attending. If your instructor does not notify the Registrar to remove you from the roster, you will remain on the roster and are responsible for full tuition. Be sure to submit the necessary paperwork to ensure your schedule is exactly as you want it – and to avoid paying for a class you don't want to take!

ANY QUESTIONS? Contact the Registrar at JeanetteA@uwest.edu.



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HOW DO I REGISTER? IEP Courses, including EXCHANGE students taking IEP

1. You will meet with Prof. Berk to select your courses and prepare your registration form.
2. Prof. Berk will forward your approved schedule to the Registrar's Office.
3. Registrar's Office will notify you when your registration has been processed.

HOW DO I REGISTER? EXCHANGE students taking degree courses

1. EMAIL Prof. Jennifer Avila at JenniferA@uwest.edu to schedule an appointment to select your courses.
2. Meet with Prof. Avila to select your courses and prepare your registration form.
3. Prof. Avila will forward your approved schedule to the Registrar's Office.
3. Registrar's Office will notify you when your registration has been processed.

Once you have selected your courses, you should contact your home school to verify the courses will be appropriate. You may change your schedule until 5 pm on 1/28/22 if necessary.

HOW MANY CLASSES SHOULD I TAKE?

IEP classes:	2 classes, 20 hours per week
DEGREE/Bridge classes:	12 to 15 units

WHAT IF I DON'T REGISTER BY DECEMBER 10?

You will pay a \$50 late registration fee when you do register. Students who still have not registered by the tuition payment deadline, January 13, 2022, will be considered to have voluntarily withdrawn from UWest. This will affect scholarships and aid, and for those of you who didn't actually plan to take time off, petitioning for reinstatement will create extra paperwork for you.

If you are approved for late registration or are successfully reinstated, you will be charged both the \$50 late registration fee and the \$100 late payment if applicable.

F-1 Students: Failure to register for spring semester will result in the termination of your Form I-20.

I MISSED THE DEADLINES TO REGISTER. CAN I STILL ATTEND THIS SPRING?

Yes, with permission from both the Chief Student Affairs Officer and the Chief Academic Officer. If you have been dropped you will need to petition for reinstatement too. In addition, you will be required to pay the \$50 late registration fee.

Simplify your life – register on time!

DO I NEED TO PAY WHEN I REGISTER FOR CLASSES?

We encourage you to pay or make payment arrangements as soon as you have scheduled your classes. If you wish to wait until the last possible minute, don't miss the Tuition Payment Deadline: 4:30 pm, **THURSDAY, January 13**. You must make any required payment or arrangements **NO LATER THAN 4:30 pm on January 13** to avoid a late payment fee.

HOW ABOUT MY BOOKS?

Books are listed on the Schedule of Classes posted on the portal under course details. If you do not see textbook information when you click on course detail, the information has not been submitted. Check back for updates.

CAN I CHANGE MY SCHEDULE AFTER I REGISTER

Yes! You may adjust your schedule until 5 pm, January 28, 2022, the add/drop deadline. Fill out a Registration/Add-Drop form, have it signed by your Academic Advisor (undergrads) or Program Advisor (grad students), then submit to the Registrar's office in person or via email at Registrar@uwest.edu.

Money saving tip: If you are thinking of reducing the number of units you are taking, be sure to do so **NO LATER THAN Friday, January 14** to avoid paying partial tuition for the dropped units.

NOTE: students who request refunds should be aware that they will be charged a \$20 processing fee.



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REGISTRATION CONTACTS

<i>Office</i>	<i>Name</i>	<i>Email</i>	<i>Office</i>
Financial Aid		FinancialAid@uwest.edu	AD 116
	Lezli Fang, <i>FA Director</i>	LezliYF@uwest.edu	
	Yanela Morgan, <i>FA Officer</i>	YanelaM@uwest.edu	
International Student Services	Muge Meisenholder, <i>DSO</i>	MugeM@uwest.edu	AD 103
Registrar's Office		Registrar@uwest.edu	AD 102
	Jeanette Anderson, <i>Registrar</i>	JeanetteA@uwest.edu	
	Lorena Gonzalez, <i>Asst. Registrar</i>	LorenaG@uwest.edu	
Student Accounts	Linda Tran, <i>Accounting</i>	LindaT@uwest.edu	AD 140

ADVISORS

<i>Department</i>	<i>Name</i>	<i>Email</i>
Exchange	Jennifer Avila, <i>Director</i>	JenniferA@uwest.edu
IEP	Jonathan Berk, <i>ELI Director</i>	JonathanB@uwest.edu