

SPRING 2023 REGISTRATION

Intensive English Program FAQ

SPRING 2023 Term: January 24 – May 21, 2023

Intensive English Registration

Registration Opens December 5

Registration Closes December 9

Late Registration Fee [\$50] if registering after 12/9/22

Tuition Payment Deadline 4:30 pm, Thursday, 1/19/23

Late Payment Fee [\$100] if payment made after 1/19/23

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 MANY CLASSES SHOULD I TAKE?

IEP students: 2 classes, 20 hours per week.

WHAT IF I DON'T REGISTER ON TIME?

You will pay a \$50 late registration fee when you do register. Students who still have not registered by the tuition payment deadline for spring, will be considered to have voluntarily withdrawn from UWest.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 Prof. Berk and the Chief Academic Officer. If you have been dropped from the program, you will need to petition for reinstatement too. In addition, you will be required to pay the \$50 late registration fee.

Save money and time – 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:

Spring Semester 4:30 pm, THURSDAY, January 19, 2023

You must make any required payment or **NO LATER THAN 4:30 pm on the posted deadline** to avoid a late payment fee.

CAN I CHANGE MY SCHEDULE AFTER I REGISTER

Yes! You may adjust your schedule during the first week of the term. See Prof. Berk for assistance.

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

UNIVERSITY OF THE WEST

Registration FAQ – IEP/EXCHANGE – Spring 2023 [20230922]

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REGISTRATION CONTACTS

<i>Office</i>	<i>Name</i>	<i>Email</i>	<i>Office</i>
Advisor: Exchange	Kanae Omura, <i>Chair</i>	KanaeO@uwest.edu	ED 314
Advisor: IEP	Jonathan Berk, <i>ELI Director</i>	JonathanB@uwest.edu	ED 304
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	Janira Cordova, <i>DSO</i>	JaniraD@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	Jenny Bui, <i>Accounting</i>	JennyB@uwest.edu	AD 140