



SUMMER | FALL 2023 REGISTRATION Intensive English Program FAQ

SUMMER 2023: June 26 – August 6, 2023

Registration May 15 – 19, 2023

Late Registration May 20 – June 28

Late registration fee: \$50

Tuition Payment Deadline 4:30 pm, Thursday, 6/22/2023

\$100 late payment fee charged after this date

Add/Drop Deadline	Tuition & Fees Reversed	5 pm, 6/23/23
	Tuition Only Refunded	5 pm, 6/28/23

FALL 2023: August 21 – December 10, 2023

Registration May 15 – 19, 2023

Late Registration May 20 – August 23, 2023

Late registration fee: \$50

Tuition Payment Deadline 4:30 pm, Thursday, 8/17/2023

\$100 late payment fee charged after this date

Add/Drop Deadline	Tuition & Fees Reversed	5 pm, 8/18/23
	Tuition Only Refunded	5 pm, 8/26/2022

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
		LezliYF@uwest.edu	
International Student Services	Janira Cordova, <i>DSO</i>	JaniraD@uwest.edu	AD 103
Registrar's Office		Registrar@uwest.edu	AD 102
		JeanetteA@uwest.edu	
		LorenaG@uwest.edu	
Student Accounts	Jenny Bui, <i>Accounting</i>	JennyB@uwest.edu	AD 140

UNIVERSITY OF THE WEST



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Intensive English Program FAQ

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.

SHOULD I REGISTER FOR SUMMER OR FALL TERM?

You have the option of taking IEP 30 Integrated Language Skills during the summer. If you choose to take IEP 30 during the summer, you will register for fall during the last week of the summer term.

If you prefer to take the summer off, you register for the fall semester during the last week of spring.

F-1 students: summer is an optional term – you may take the summer off and still stay in status.

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. IEP and Exchange students who have not registered by the tuition payment deadline for fall will be considered to have voluntarily withdrawn from UWest.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 fall semester will result in the termination of your Form I-20.

I MISSED THE DEADLINES TO REGISTER. CAN I STILL ATTEND THIS SUMMER OR FALL?

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:

Summer Term	4:30 pm, THURSDAY, June 22, 2023
Fall Semester	4:30 pm, THURSDAY, August 17, 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 three days of block A. See Prof. Berk for assistance.

NOTE: there is a \$20 processing fee for refunds.