



# Summer 2018 Registration Procedures

*05/07/18 ~ 08/20/18*

# Registration Procedures

## CURRENT STUDENTS

✓ Summer 2018 Trimester Registration starts on 03/19/2018!

### ➤ Registration

- Online registration starts on 03/19/2018 and ends 03/24/2018 at 11:59 pm.
- Late Registration starts on 03/25/2018 and ends 05/12/2018 at 11:59 pm. Late Fees will apply.

### ➤ Fees \$\$\$

- Full Registration Payment/First Installment Due Date: 03/29/2018 at 11:59 p.m.
- If you do not pay by the due date, your courses will be dropped.
- If you select the payment plan, your 2nd installment must be paid by the due date 06/15/2018.

### ➤ Trimester Break

- Deadline for submitting trimester break request is 05/18/2018.



# Registration Procedures

## 1. Required - Conduct a course evaluation online for each course taken

- Ways to access the course evaluation:
  - Your MyNPU Student Portal homepage, next to each of your courses listed, or
  - Your “My Records/My Courses” section, or
  - Your “Registration” section.

\* Evaluations provided to the instructors do not include your name. Your name is removed and the instructor only receives the scores and comments. In addition, instructors do not have access to the evaluations until after they submit the final course grade for the entire class.

## 2. Access your Study Plan

- Via MyNPU Student Portal, your Study Plan Info can be accessed under “My Records”. The class schedule is available on our website under the “Academics” tab. Find the courses offered which satisfy your graduation requirements.

## 3. See an Advisor

- If you need assistance with course selection, please come to the administrative building and meet with an “Advisor” prior to registering.

# Registration Procedures

## 4. Online Registration

1. Select courses online using the “Registration” tab
2. **Select courses:** If you are denied access to the online registration due to certain reasons, you need to clear those issues before conducting the online registration.
3. **Course Registration Review:** Upon submission of selected course(s), an NPU advisor will review your registration request. If **approved**, please proceed to pay tuition and required fees. If **denied**, please see an advisor (in the Administration Building) for further counseling and registration assistance.

### \*\*\*Some of the issues that can deny you access to the online registration:

- a. If your official transcript(s) and/or any other admission documents are pending.
- b. Some students are required to meet with the **Director of Counseling, Mariam Ghazvini**, before registration. Her office is located in the **West Building, Room #210**.
- c. You must clear your financial balance.
- d. You must provide a local address to the school. Please submit your update contact information request online via MyNPU Student Portal.

## 5. Pay Tuition and Fees

Once your course registration has been approved, you can pay the required tuition and fees online or in person in room **#804** located in the administrative building.

# Registration Procedures

## 6. Trimester Break

If you are eligible for a trimester break, you must submit the request through your student portal. This request will then be reviewed by an NPU Advisor. Upon approval, you are considered on an academic break for **Summer 2018 trimester**.

## 7. Mandatory Student Health Insurance

All students must purchase the health insurance plan with the provider contracted by NPU. If you have other valid US health insurance plan and you do not wish to purchase the health insurance through NPU, your insurance plan documents must be submitted through your portal before you register for your courses. For questions, please email [studenthealthinsurance@npu.edu](mailto:studenthealthinsurance@npu.edu) or go to the link on the **NPU Homepage** under **Admissions > Health Information & Insurance**.



# Tuition and Fees

- You can pay your tuition and fees online or in-person in room #804 in the administration office.
- If the tuition and fees are not paid by 03/29/2018 your course registration will be denied.
- You need to re-register and a late registration fee will be charged as well.
- Official registration: Only after you have paid the required tuition and fees will you be considered having registered for the new term.

## TUITION:

- Bachelor degree courses: \$330/unit.
- Graduate degree courses: \$450/unit (for all graduate credit- engineering or business - and preparatory module courses)
- Auditing fee (no credit): Half of the regular unit rate; not applicable to project/CPT/lab courses.

(**Notice:** Tuition for repeating a course is the regular rate in each category. The last grade earned is the only grade recorded).

## FEES:

1. Registration fee: \$75
2. Campus Fee: \$125
3. Learning Resource fee: \$200
4. Health insurance fee: \$351.66 (all students, covers from (05/01/2018 – 08/31/2018))

# Tuition and Fees

**Late Registration fee** for current students **takes effect on 07/24/2017:**

- **\$50 from 03/26/2018 ~ 04/21/2018 (up to the end of the spring trimester);**
- **\$75 from 04/22/2018 ~ 05/06/2018 (during the trimester break);**
- **\$100 from 05/07/2018 ~ 05/13/2018 (during the add/drop period).**

## **PAYMENT PLANS:**

- Payment plans are available to current students **ONLY**. Students need to choose this option at the time of registration in order to be considered on the plan. Amount owed is automatically calculated and students are required to pay the full amount of:
  1. **First Installment by 03/29/2018 (Includes half of the applicable tuition, the full health insurance premium, required fees and payment plan service fee)**
  2. **Second Installment by 06/15/2018 (for the remaining tuition).**

**\*\*\*Important:** A payment plan service fee of **\$100** is charged in addition to the tuition and all required fees.