TUJ Undergraduate Registration Information

Summer 2023

[Priority Registration]

Degree Seeking Students

Registration Eligibility Date	Number of Earned Credits*
Monday, March 27, 2023	Graduate students, VA students,
Tuesday, March 28, 2023	90 or more hours
Wednesday, March 29, 2023	60 or more hours
Thursday, March 30, 2023	30 or more hours
Friday, March 31, 2023	0 or more hours

- Registration will open to eligible students at **7:00 a.m.** of the listed dates in Japan Standard Time (JST)
- "*Earned Credits*" is determined by **the total number of credits from courses that have been completed at Temple with grades between A and D-** as well as **transfer credits** (if any). Courses taken in the current semester DO NOT count.
- Students currently in the following categories <u>must meet with an academic advisor</u> in order to register:

  - ➢ **Academic Warning**
  - ➢ **Academic Probation**
  - ➢ **Students (transfer and freshman) who are currently in their first semester at Temple**

Non-Degree Seeking Students

Registration Eligibility Date	Friday, March 31, 2023

- **Non-degree students' registration must be processed at the Academic Advising Center**

Late Initial Registration

Late initial registration fee will be charged for the initial registration after 5:00pm on Monday, April 17, 2023 For detail, please refer to <u>Tuition Billing and Payment Schedule for Summer 2023</u>

- Late Fee applies only if students' *__initial__* registration is processed after this deadline

Waitlist

See Manual: https://www.tuj.ac.jp/sites/japan/files/waitlist-manual-students.pdf

When a desired course is closed, during the waitlist period students may add their names on the waiting list through the "Waitlist" feature on Self-Service Banner (SSB).

Waitlist Purge Date	Tuesday, May 23, 2023

- SSB Waitlist feature will no longer accept additional students for closed courses after this date/ All "Waitlist" will be deleted and students will be discharged from the list

Registration for a Closed Course

Period	Methods
During Priority Registration – Waitlist Closure Date	Students must use the Waitlist feature on SSB.
Waitlist Closure Date – Last Day to Add a Course	Students can neither use the Waitlist feature nor register for a closed course. All students must obtain permission from the course instructor. Once you receive the permission in writing, i.e. email from professor (email must include your **TUID, course subject and number**, as well as the course **CRN**), go to **TU Portal** > **Student Tools** (top tab) > **University Forms** (middle bottom part of the webpage) > **Add Course with Instructor Permission**