Spring 2024 Registration Procedures

01 / 08 / 2024 – 04 / 20 / 2024

Registration Procedures

CURRENT STUDENTS

✓Spring 2024 Trimester Registration starts on 11/27/2023!

➢ **Registration**
- Online registration starts on 11/27/2023 and ends 12/02/2023 at 05:30 pm.
- Late Registration starts on 12/03/2023 and ends 01/13/2024 at 11:59 pm. Late Fees will apply.

➢ **Fees $$$**
- Full Registration Payment/First Installment Due Date: 12/09/2023 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 02/03/2024.

➢ **Trimester Break**
- Deadline for submitting trimester break request is 01/13/2024.

Tuition and Fees

TUITION: (You can pay your tuition and fees online or in-person in room #102 in the administration office.**)**

1. **Bachelor degree courses: $330/unit.**
2. **Graduate degree courses: $450/unit (for all graduate credit- engineering or business - and preparatory module courses)**
3. **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:** $180
3. **Learning Resource fee:** $200
4. **Health insurance fee: $495 (**all students, **covers from (01/01/2024 – 04/30/2024)**
   (Notice: If you have other valid US health insurance and you do not wish to purchase health insurance through SFBU, your insurance plan documents must be submitted through your portal before you register for your courses.)

Late Registration fee for current students **takes effect on 12/03/2023:**
1. **$50 from   12/03/2023 ~ 12/18/2023 (up to the end of the fall trimester)**
2. **$75 from   12/19/2023 ~ 01/07/2024 (during the trimester break)**
3. **$100 from 01/08/2024 ~ 01/13/2024 (during the add/drop period)**

Tuition and Fees

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 12/09/2023 (Includes half of the applicable tuition, the full health insurance premium, required fees and payment plan service fee)**

2. **Second Installment by 02/03/2024 (for the remaining tuition).**

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

Add/Drop Procedures

➢ **Add / Drop Period**

- **After registering for the Spring trimester, you may add/drop your courses in the first week of the trimester.**
- **Online Add/Drop starts on <u>01/08/2024</u> and ends <u>01/13/2024</u>.**

➢ **Add/Drop Request Processing Fee**

- First request $10
- Second Request $20
- Third Request $50
- Fourth Request $100