# Undergraduate Registration Information

# Spring 2025

## [ Priority Registration ] Degree Seeking Students

| Registration Eligibility Date | Number of Earned Credits* |
|---|---|
| October 28, 2024 (Monday) | GI Bill Users, Super Priority |
| October 29, 2024 (Tuesday) | 90 or more hours |
| October 30, 2024 (Wednesday) | 60 or more hours |
| October 31, 2024 (Thursday) | 30 or more hours |
| November 1, 2024 (Friday) | 0 or more hours |

- Registration will open to eligible students at **7:00 AM** of the above dates in Japan Standard Time
- "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 categories below must meet with an academic advisor to register:

  o **Academic Warning**
  o **Academic Probation**
  o **Students (transfer and freshman) who are currently in their first semester at TUJ**

## [ Priority Registration ] Non-Degree Seeking & Bridge Students

| Registration Eligibility Date | November 4, 2024 (Monday) |
|---|---|

## [ Late Initial Registration ] All Students

Late initial registration fee will be charged for the initial registration after 5:00pm on November 18, 2024 (Monday). For details, please refer to "Tuition Billing and Payment Schedule for Spring 2025":
https://www.tuj.ac.jp/ug/cost-financial-aid/billing/billing-spring-2025

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

# [ Other ] Waitlist

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

When a desired course's seat capacity is full ("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 | January 7, 2025 (Tuesday)・10PM Japan Standard Time |
|---|---|

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

# [ Other ] Registration for a Closed Course

| Period | Methods |
|---|---|
| During Priority Registration ~ <br> ~ Waitlist Purge Date | During this period, students must use the Waitlist feature on SSB. |
| Waitlist Purge Date ~ <br> ~ Last Day to Add a Course | During this period, students can neither use the Waitlist feature nor register for a closed course. <br><br> Students must email the course instructor of closed courses to request permission to join. <br><br> Once you receive a reply granting permission, please **forward** this email to the Academic Advising Center at **aac@tuj.temple.edu**. <br> Please note, the permission email must include your **TUid number**, **course subject and number**, course **CRN**, and timestamp of email delivery. |