19 January 2009

1. From the Assistant Vice President for Academic affairs
   We received information from the Higher Education office/ Bethlehem about scholarships for Masters and PhDs in India, in all subjects except medicine. Deadline for applying is 21/1/2009. Further information can be obtained from our office.

2. From the Registrar Office
   With this memo you should receive a Summary of the Students’ Schedule, and The Registration Forms. Please download a copy of the Spring 2009 schedule from the Intranet.

REGISTRATION DATES

| January 20 | Tuesday    | 4th Year |
| January 21 | Wednesday  | 3rd Year |
| January 22 | Thursday   | 2nd Year (Business, Science, Hotm) |
| January 23 | Friday     | 2nd Year (Arts, Education, Nursing, OCTH, PHTH) |
| January 26 | Monday     | 1st Year (Business, Science, HOTM) |
| January 27 | Tuesday    | 1st Year (Arts, Education, Nursing, OCTH, PHTH) |

Important notes:

1- Check all Grade Reports carefully, especially the Remarks.
   - If a student is dismissed DO NOT register the student.
   - If a student is on probation, he/she must take only 12 or 13 credits.
   - If a student wants to transfer to another Faculty or wants to change major he/she should obtain a change of major form and follow the instructions on the form.
   - If G.P.A. is 3.0 or higher; student may take 18 credits.

2- If there is no change in the pre-registration:
   - Mark the Registration Form NO CHANGE.
   - A student downloads his/her Financial Statement from BUAP.Bethlehem.edu. Then he/she must pay the tuition at any Arab Bank branch in the West Bank.
   - Each student can download his/her schedule from BUAP.Bethlehem.edu. on the next day after payment.

3- If changes have been made:
   - Indicate the change clearly on the Registration Form and sign it with the new date.
   - Student takes revised white copy of the Registration Form to Registrar’s Office to enter the changes in the computer.
   - A student downloads his/her Financial Statement from BUAP.Bethlehem.edu. Then he/she must pay the tuition at any Arab Bank branch in the West Bank.
   - Each student can download his/her schedule from BUAP.Bethlehem.edu on the next day after payment.

4- If there is a change of major, ask the student to complete the necessary form for change of major and return it to Registrar’s Office to complete registration on Tuesday January 27, 2009.

5- Student who does not have Pre-Registration:
   - Advisor and student write student’s program on the Registration Form.
   - Student brings the white copy of the Registration Form to the Registrar’s Office for computer entry.
- A student downloads his/her Financial Statement from BUAP.Bethlehem.edu. Then he/she must pay the tuition at any Arab Bank branch in the West Bank.
- Each student can download his/her schedule from BUAP.Bethlehem.edu on the next day after payment.

6. No requests for change from one section to another for the same course will be approved unless there is conflict in the student's schedule.

### 3. Mark Your Calendar

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event / Activity</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Mon</td>
<td>19 Jan</td>
<td>Distribute Grade Reports and registration forms</td>
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<tr>
<td>Mon</td>
<td>19 Jan</td>
<td>Students can print their Financial Statements at S-306 Lab</td>
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<tr>
<td>Tues</td>
<td>20 Jan</td>
<td>Deadline for supervisors to submit Work Study applications to the Finance Office</td>
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<tr>
<td>Tues</td>
<td>20 Jan</td>
<td>Registration for 4th year students</td>
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<tr>
<td>Wed</td>
<td>21 Jan</td>
<td>Registration for 3rd year students</td>
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<tr>
<td>Thurs</td>
<td>22 Jan</td>
<td>Registration for 2nd year students (Business, Science, HOTM)</td>
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<tr>
<td>Fri</td>
<td>23 Jan</td>
<td>Faculty / Staff Meeting for Spring 2009 Semester</td>
<td>10:00</td>
<td>Sansour Hall</td>
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<tr>
<td>Fri</td>
<td>23 Jan</td>
<td>Registration for 2nd year students (Arts, Education, Nursing, OCTH, and PHTH)</td>
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<tr>
<td>Fri</td>
<td>23 Jan</td>
<td>MICAD Graduation</td>
<td>4:00 pm</td>
<td>Auditorium</td>
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<tr>
<td>Mon</td>
<td>26 Jan</td>
<td>Registration for 1st year students (Business, Science, &amp; HOTM)</td>
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<tr>
<td>Tues</td>
<td>27 Jan</td>
<td>Registration for 1st year students (Arts, Education, Nursing, OCTH, and PHTH)</td>
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<tr>
<td>Wed</td>
<td>28 Jan</td>
<td>Last Date for Student Tuition payment for Spring 2009</td>
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<td>Thurs</td>
<td>29 Jan</td>
<td>Classes Begin for Spring 2009 Semester</td>
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<td>Thurs-Wed</td>
<td>29 Jan-04 Feb</td>
<td>Add/Drop period</td>
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<tr>
<td>Thurs</td>
<td>12 Feb</td>
<td>Last date for 75% tuition refund allowed</td>
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<tr>
<td>Mon</td>
<td>19 Feb</td>
<td>Inauguration of Br. Peter Bray</td>
<td>11:00</td>
<td>Auditorium</td>
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<tr>
<td>Thurs</td>
<td>26 Feb</td>
<td>Last date for 50% tuition refund allowed</td>
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<tr>
<td>Fri</td>
<td>27 Feb</td>
<td>No tuition refund allowed after this date</td>
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<td>Thurs</td>
<td>5 Mar</td>
<td>CV Writing Workshop - Counseling Office</td>
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<td>Fri- Sat</td>
<td>6-7 Mar</td>
<td>Science Fair – The Faculty of Science</td>
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<td>Thurs</td>
<td>19 Mar</td>
<td>Career Day – Counseling Office</td>
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<td>Fri- Sat</td>
<td>3-4 Apr</td>
<td>The First Conference on Biotechnology Research and Application in Palestine</td>
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<td>Thurs-Mon</td>
<td>9-13 Apr</td>
<td>Al-Mawlid An-Nabawi (9 April), Latin Easter Holiday: University Offices Closed, No Classes</td>
<td>All Day</td>
<td>Campus-wide</td>
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<tr>
<td>Thurs-Mon</td>
<td>16-20 Apr</td>
<td>Orthodox Easter Holiday: University Offices Closed, No Classes</td>
<td>All Day</td>
<td>Campus-wide</td>
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<tr>
<td>Fri</td>
<td>1 May</td>
<td>Labor Day: University Offices Closed, No Classes</td>
<td>All Day</td>
<td>Campus-wide</td>
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<td>Thurs</td>
<td>14 May</td>
<td>Last Day of Classes for Spring 2009 Semester</td>
<td>All Day</td>
<td>Campus-wide</td>
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<tr>
<td>Fri</td>
<td>15 May</td>
<td>De La Salle Day and Staff Recognition sponsored by the Office of Personnel Management: No Classes, Offices Closed</td>
<td>TBA</td>
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<td>Mon-Sat</td>
<td>25-30 May</td>
<td>Final Exams for Spring 2009 Semester organized by the Registrars’ Office</td>
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<tr>
<td>Mon-Sat</td>
<td>25-30 May</td>
<td>Final date and Time for Faculty to submit grades for Spring 2009 Semester</td>
<td>8:00am</td>
<td>Registrar</td>
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<tr>
<td>Thurs-Fri</td>
<td>4-5 June</td>
<td>Forth International Conference on Palestinian Literature “The Palestinian Oral Cultural Heritage”, Arabic Department</td>
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<td>Mon</td>
<td>8 June</td>
<td>Summer 2009 Semester Classes Begin</td>
<td>TBA</td>
<td>Campus-wide</td>
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<tr>
<td>Fri</td>
<td>12 June</td>
<td>Graduation</td>
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<td>Mon</td>
<td>20 July</td>
<td>Last Day of Classes for Summer 2009 Semester</td>
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<td>Tues-Wed</td>
<td>21-22 July</td>
<td>Final Exams for Summer 2009 Semester organized by the Registrars’ Office</td>
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<td>Entrance Exams for Fall 2009 Semester organized by the Office for Academic Affairs</td>
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<td>Visitors</td>
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<tr>
<td>Tue.- Thu.</td>
<td>Jan. 20-22</td>
<td>Students from St. Mary’s College of California with Brother Donald Mansir</td>
<td>USA</td>
<td>17</td>
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<td>Fri.</td>
<td>Jan. 23</td>
<td>Father Mike Hannifin’s Group</td>
<td>USA</td>
<td>32</td>
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<tr>
<td>Tue.</td>
<td>Jan. 27</td>
<td>Rev. William Hoffman</td>
<td>USA</td>
<td>15</td>
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<td>Oct. 11-18</td>
<td>Oct. 11-18</td>
<td>Dr. Detlef Brummer</td>
<td>Germany</td>
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