



សាកលវិទ្យាល័យ កម្ពុជា
University of Cambodia

N: 0140506.VCA

ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ

May..22....., 2014

Colleges
Arts & Humanities
Education
Law
Management
Science &
Technology
Social Sciences

Registration for Term III, Academic Year 2013-2014

July 14 to October 05, 2014

The University of Cambodia would like to inform all students who wish to register for classes in **Term III**, 2013-2014 for all Degree Programs (Bachelor's, Master's and Doctoral)

The registration for all students starts from **02 June, 2014**:

➤ *Please note the following deadlines.*

Institutes
Institute of
Research &
Advanced Studies
Institute of
Technical &
Professional
Training

Centers
Center for ASEAN &
East Asian
Studies
Center for
English Studies
Center for
International
Studies

Asia
Leadership
Center

Status		Latest Date for	
		Registration (See Note 1)	Payment of Fees (See Note 2)
Existing Students	- Scholarship (Partial and Full)	04 July, 2014	10 July, 2014
	- Pay-full		
Transfer students		21 July, 2014	21 July, 2014
Change of Major and/or Session		01 July, 2014	07 July, 2014

Note 1: All students, including those on scholarships, will have to pay an extra fee of \$20 if they register after the required date.

Note 2: All students, including those on scholarships, will have to pay an additional 5% (of the normal full fees) penalty for each week of late payment of tuition fees so that they can attend classes.

➤ if these are not paid within the first four weeks (20% late fee), the student will be considered to have dropped from the course(s) in question, and a Withdrawn grade (WD) will be recorded on their transcript.

Also note that registered courses may only be **added or dropped** up to one week before the start of term (07 July, 2014), with prior approval of the student's Associate Dean. Where a student decides to drop a class for whatever reason after this deadline:

- i. this will appear as Withdrawn (WD) on the student's transcript if the student informs the Associate Dean by the end of the first week of term – this will not affect their GPA;
- ii. *after that*, the course will appear as a Fail grade (Grade Point = 0) in their transcript, except under extenuating circumstances beyond the control of the student (when a WD will be recorded instead, provided that adequate justification with supporting evidence can be provided in a timely manner).
- iii. Note that, if a student subsequently opts for a prolonged leave of absence, this does not apply.

For a **change of Session** or a **change of Major**, student should first approach their College Associate Dean to inform the latter of their intentions and get initial approval and to get the relevant form.

- i. A student can only change Major during the registration period before the start of the term after they have completed their Foundation Year.
- ii. Normal students can change Major without charge, whilst Full and Partial Scholarship students must pay the appropriate fee once the transfer has been approved.

It is important that students register early, so that we and they know which classes will be run and which will be canceled because of insufficient enrolment.

For further information, please contact the Office of Student Academic Affairs or the Office of Information, Admissions and Registrations or phone: **023 993 274, 76.**



Dr. Y Ratana

Vice President for Academic Affairs

- cc: - President
- Vice Presidents
- Deans
- Associate Deans
- Office of Student Academic Affairs
- All relevant offices