



# **HITEC UNIVERSITY TAXILA**

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### **SOP FOR REGISTRATION / ENROLLMENT AND SUBMISSION OF SEMESTER FEE**

#### **General**

1. It is mandatory for all registered students to enroll in the courses in each semester before the commencement of the regular semester as per laid down policy of the University. After the enrollment, it is an important requirement that semester fee payments are made within the deadline notified by the University for the continuation of studies and registration with the University. HITEC University being a Non-Profit Organization (NPO) relies on semester fee to pay salaries of faculty and staff and to meet all the operational and development expenditure.

#### **Aim**

2. The aim of this SOP is to streamline the process of registration/enrollment and submission of semester fee. This SOP will be applicable for undergraduate students (from 2<sup>nd</sup> till 8<sup>th</sup> semesters) and to all MS & PhD students.

#### **Procedure**

3. Students will be required to register / enroll the courses and deposit semester fee payments as per the following procedure:-

#### **Semester Registration/Enrollment**

4. Following timeline will be followed for the enrollment:-

a. Complete list of offered courses in a semester will be shared to the students as per the following deadline:-

(1) Spring Semester : Notified date (any day of last week of January)

(2) Fall Semester : Notified date (any day of first week of September)

b. Students will be required to login to the enrollment portal using their official email address and enroll the courses during the two Registration Days as per the following deadline:-

(1) Enrollment in Spring Semester : Notified two Days (last week of January)

