

2012 SPRING REGISTRATION INSTRUCTIONS FOR ONLINE ENROLLMENT

Please visit the following link to register:

<https://fd7.formdesk.com/irvineuniversity/Spring2012>

*Click Enter a new form

Field 1 – 11: Enter your current personal information. Please use your mailing address and list the phone number where you can usually be reached first then a secondary phone number. (Please contact the Registrar for your Student I.D. if you have not received it yet)

Field 12: Please review registration information and type your initials into the box to acknowledge that you understand what you have read.

Field 13: Select the program in which you are enrolled into. After selecting your program, courses for that program will appear. Select **ALL** the courses you intend to take for the entire semester.

Field 24: The amount of units you have enrolled into will be indicated here.

Field 34: Select your payment plan. Please choose a payment plan that best suits your needs:

#1 (No Charge) One payment of entire balance due prior to the first day of class.

#2 (\$25.00 fee) Two Equal Payments, total fees for the semester are divided into two equal payments. The **1st payment** is due prior to the **1st start date** of the class, and the **2nd installment** is due by midnight Saturday of the **8th week of the semester**.

(\$50.00 fee) Three equal payments, The **1st payment** is due prior to the **1st start date** of the class, the 2nd installment is due by midnight Saturday of the 5th week of the semester, and the 3rd installment is due by midnight Saturday of the 10th week of the semester.

Field 35: Enter any tuition that you still owe from previous terms. If you are not certain of what your balance is or you have any other questions concerning your balance, please call IU Registrar at 562-865-7111. If you currently have a \$0.00 balance, enter 0.00.

Field 39: Enter your payment type. Select either check or credit card. Students who elect to make their payments by check, must have the payment submitted to the Registrars office no later than the registration due date.

Field 45: Signature – Enter your electronic signature by typing your name into the box.

Confirmation: After clicking “Next” when you have finished you will need to confirm your entries. After you look them over select “**Enroll Me**” button.

****If your registration is successful, you will receive a confirmation message following your registration. For further assistance with your registration, please call the Admissions office at 562-865-7111.***