

King Fahd University of Petroleum & Minerals

# REGISTRATION POLICY & PROCEDURES

A Quick Reference Guide

2015

Office of the University Registrar

## **Preface to the Fourth Edition**

The content of this booklet has been under periodic review ever since it first came out in January 1993. In the process of review, it was felt that some topics were left uncovered and some others were not given due coverage in the previous version. Also with the passage of time, change of policies and technological changes have influenced the registration process greatly; as a result, the task of upgrading the existing manual was undertaken to provide a comprehensive reference guide to all concerned.

Again, it is our intention to keep reviewing this booklet periodically, incorporate modifications as needed, and provide you with a comprehensive and up-to-date guide.

# Contents

<b>Preface to the Fourth Edition</b>	<b>2</b>
<b>Contents</b>	<b>3</b>
<b>Preamble</b>	<b>5</b>
<b>1 Early Registration through the Web</b>	<b>6</b>
<b>1.1 Preparation for Early Registration</b>	<b>6</b>
1.1.1 Course Offering	6
1.1.1 Advisee/Advisor List through the Web	6
<b>1.2 Early Registration Material for Advisors</b>	<b>6</b>
<b>1.3 Early Registration Procedure</b>	<b>7</b>
1.3.1 Advisor Approval for Early Registration	7
1.3.2 Course load	7
1.3.3 Pre-requisites/Co-requisites	8
1.3.4 Enrollment in Cooperative Program	8
1.3.5 Enrollment in Summer Training	8
1.3.6 Graduate Students	8
<b>2 Registration</b>	<b>9</b>
<b>2.1 Registration Confirmation</b>	<b>9</b>
<b>2.2 Late Registration</b>	<b>9</b>
<b>2.3 Course Load</b>	<b>9</b>
<b>2.4 KFUPM Portal Password</b>	<b>9</b>
<b>2.5 Pre-requisite/Co-requisite Violations</b>	<b>9</b>
<b>2.6 Class Rosters through KFUPM Portal</b>	<b>10</b>
<b>2.7 Low Enrollment Courses</b>	<b>10</b>
<b>2.8 Cancellation/Addition of a Course/Section by a Department</b>	<b>10</b>
2.8.1 Canceling a Course	10
2.8.2 Canceling a Section	10
2.8.3 Adding a Course	10
2.8.4 Adding a Section	10
<b>2.9 Auditing Course(s)</b>	<b>11</b>
<b>2.10 Repeating Course(s)</b>	<b>11</b>
<b>2.11 Change of Sections</b>	<b>11</b>
<b>2.12 Changes in Class Timings</b>	<b>12</b>

<b>2.13</b>	<b>Combining of Sections</b>	<b>12</b>
<b>2.14</b>	<b>Course Withdrawal</b>	<b>12</b>
<b>3</b>	<b>Schedule of Final Exams</b>	<b>12</b>
<b>4</b>	<b>Grades</b>	<b>13</b>
<b>4.1</b>	<b>Midterm Warning submission through KFUPM Portal</b>	<b>13</b>
<b>4.2</b>	<b>Final Grades submission through KFUPM Portal</b>	<b>13</b>
4.2.1	Interpretation of Grades	13
4.2.2	Coop Grade	14
<b>5</b>	<b>Graduation</b>	<b>14</b>
<b>5.1</b>	<b>Submission of Graduation Information form</b>	<b>14</b>
<b>5.2</b>	<b>Procedure for Graduation Certification</b>	<b>15</b>

## **Preamble**

This booklet contains some basic rules and regulations as well as procedures to be followed in regard to recurring activities such as Early Registration, Registration, Final Examinations, Final Grades, etc. The intention is to provide a quick reference to the students and all those who are involved in these activities.

It is our intention to periodically review and update this booklet so that it reflects the most current reference to policy and procedures concerning the Office of the University Registrar.

# **1 Early Registration through the Web**

Every first semester, early registration is held for the courses to be taken by students during the second semester; and in every second semester, early registration is held for both the coming summer semester and the first semester of the following academic year. Early registration is required of all enrolled college level students during the semester. All Students are also required to submit registration confirmation thru KFUPM portal (<http://portal.kfupm.edu.sa/> ) on the scheduled registration day for that semester. The dates for early registration will appear in academic calendar for that particular term. All students as well as Academic Departments will be notified thru email and/or memo prior to this activity.

## **1.1 Preparation for Early Registration**

### **1.1.1 Course Offering**

Based upon the course offerings in master schedule, lists of courses to be offered for the forthcoming semester are prepared and sent along with three year schedule history to all the academic departments for revision. Any change(s) in the course(s) offered for the forthcoming semester should be reported back to the Office of the University Registrar so that changes can be made to all related academic activities like class scheduling, classroom allocation, adjustments in class timings, etc.

### **1.1.1 Advisee/Advisor List through the Web**

Three weeks before the Early Registration Week, the advisee/advisor list is activated through the Chairman page on the Office of the University Registrar website (<http://regweb.kfupm.edu.sa>). The departments will be able to submit advisor/advisee reassignments through the web should the need arise before the pre-declared deadline.

## **1.2 Early Registration Material for Advisors**

The following items can be viewed by the Academic Advisors through the KFUPM Portal, Registrar Services Tab, during the Early Registration or Registration: (<http://portal.kfupm.edu.sa/> )

- Student Schedule
- Student Transcript
- Student Degree Audit
- Student Registration History
- Student General Information etc.

Two weeks before the Early Registration Week, Academic Advisors can approve their Advisees Early Registration thru Portal and can also see previous comments or enter the new comments related to their Advisees, term wise.

## **1.3 Early Registration Procedure**

### **1.3.1 Advisor Approval for Early Registration**

Every semester, all college level students should obtain advisor approval for early registration before they can early register courses in the following term during the designated period. This activity is held approximately two weeks prior to the early registration activity. All students as well as Academic Advisors and Departments will be notified thru email and/or memo prior to this activity.

### **1.3.2 Course load**

#### **(a) For Students on GOOD STANDING Status:**

- The minimum course load limit is 12 credit hours during a regular semester. However, this condition will be relaxed in the last semester before graduation.
- The maximum course load is 19 credit hours.
- A student is permitted to register for 21 credit hours with the approval of his department Chairman, if the student has maintained a minimum cumulative GPA of 3.00 in the preceding semesters that include the last 28 credit hours taken by the student.
- The maximum course load in a summer semester is 8 credit hours.

#### **(b) For Students Not on GOOD STANDING Status:**

- The minimum course load is 12 credit hours. However, this condition will be relaxed in the last semester before graduation.
- The maximum course load is 15 credit hours.
- The maximum course load is 7 credit hours in a summer semester.
- Students who have early registered more than 15 credit hours and whose academic status is not on Good Standing should reduce their courses to bring the load within 15 credit hours. Otherwise their higher numbered course(s) will be dropped after the last day of adding.
- Students can register up to 19 credit hours by submitting an academic petition with the approval of their Advisor, Departmental Chairman and Dean of the College.

#### **(c) Last Term before Graduation:**

The minimum course load for a student in his last term before graduation is 1 credit hour and the maximum is 20 credit hours during a regular semester, and 9 in the summer semester, provided the student's cumulative GPA of all work undertaken during

the preceding terms in which he earned his last 28 credit hours is not less than 2.00 out of 4.00.

### **1.3.3 Pre-requisites/Co-requisites**

The student is expected to know and follow the academic rules and regulations. It is entirely his responsibility to make sure that both pre-requisite and co-requisite requirements have been met for the courses added during the Early Registration period. He should refer to the Undergraduate Bulletin or consult his Advisor for these requirements.

### **1.3.4 Enrollment in Cooperative Program**

Some students, according to the requirements of their majors and degree plans, should spend a period (not exceeding 28 weeks) of practical training in their major field. The student must remain in continuous contact with his academic department during the training period. In order to qualify for enrollment in this program the student should:

- have completed more than 85 credit hours of his degree plan and should complete the cooperative assignment before his last semester at the University;
- have completed all the required courses as identified by his major department;
- have a cumulative GPA and major GPA of 2.00 or above;
- will not be discontinued from study;
- will not be allowed to take any other courses along with the Cooperative Program

### **1.3.5 Enrollment in Summer Training**

Some students, according to the requirements of their majors and degree plans, should spend a summer training period of eight (8) weeks in their major field. The student should complete the summer training period before the his last semester at the university. In order to qualify for enrollment in this program the student should:

- have completed more than 65 credit hours of his degree plan;
- have completed all the required courses as identified by his major department;
- have a cumulative GPA and major GPA of 2.00 or above;
- not be discontinued from study.
- not be allowed to take any other courses along with the Summer Training.

### **1.3.6 Graduate Students**

Early Registration is mandatory for all regular graduate students intending to continue their study at the University. If a student has finished all course requirements, he should register early for Masters thesis, PhD dissertation or seminar.

Part-time graduate students who intend to register next term have to register early for at least one course.



## **2 Registration**

Registration is mandatory for all enrolled students who intend to continue their studies in the University.

### **2.1 Registration Confirmation**

All active college-level students (excluding those on Coop & Summer Training) must visit KFUPM portal (<http://portal.kfupm.edu.sa>) and click on the “I Confirm Registration for the Term” link in order to formally register. Students should check their registration and can make any changes if necessary during the designated period. It should be noted that only the student himself can do the registration confirmation. Necessary action will be taken if registration is confirmed by someone other than the student himself.

### **2.2 Late Registration**

Students who do not submit registration confirmation through the web on Registration Day can submit registration confirmation until the last day of late registration according to the academic calendar.

Courses and the term will be dropped for those students who fail to submit registration confirmation thru KFUPM portal.

### **2.3 Course Load**

See section 1.3.2

### **2.4 KFUPM Portal Password**

New students can get their KFUPM portal password from ITC Help Desk at Bldg # 14. Students who forget their Portal password should also contact ITC help desk.

### **2.5 Pre-requisite/Co-requisite Violations**

Since students are fully responsible for their registration, they also must make sure that both the pre-requisite and co-requisite requirements have been met for their registered courses, i.e., they are required to drop any course(s) whose pre-requisite/co-requisite course has not yet been taken or which the student failed or withdraw from in the previous terms.

## **2.6 Class Rosters through KFUPM Portal**

Course Instructors can access their Class Rosters at anytime through KFUPM Portal (<http://portal.kfupm.edu.sa>), Registrar Services tab. Instructors who forget their Portal password should also contact ITC Help Desk at Bldg # 14.

## **2.7 Low Enrollment Courses**

Chairmen of the departments concerned are to provide justification for offering low-registration courses to the Office of the University Registrar through their respective Deans immediately after the last day for adding courses.

## **2.8 Cancelation/Addition of a Course/Section by a Department**

### **2.8.1 Canceling a Course**

Where any course has to be cancelled, the department concerned should formally inform the Office of the University Registrar about the decision. The department should also advise all the students involved in the course to officially drop the course from their program through the web.

### **2.8.2 Canceling a Section**

Where any section has to be canceled, the department concerned should formally inform the Office of the University Registrar about the decision. The department should also advise all the students registered in the section to drop the section through the web. It is the student's responsibility to drop that section and add another section or to drop the course.

### **2.8.3 Adding a Course**

Where any new course has to be added, the decision to add the course should be formally sent to the Registrar's Office.

### **2.8.4 Adding a Section**

If the decision to add a section is taken by any of the academic departments, they should formally inform the Office of the University Registrar about their decision. All the academic departments are urged to exercise extreme caution when adding or canceling a section or course due to the direct impact of these matters on the academic future of the students.

## **2.9 Auditing Course(s)**

A student can change the status of a course for which he has already registered, from regular to audit, with the consent of the course instructor and subsequent approval of the Chairman of the concerned department, the academic advisor, and the Chairman of the student's major department. However, while making a request to audit a course, the student must bear in mind that:

- He can audit a course only if he is expecting to graduate in the current semester;
- He cannot audit a course that he needs in order to graduate;
- The "audit" status for a course cannot be changed to "credit" status;
- Once a course has been audited, it cannot be repeated for credit in subsequent semester(s) except if it is a required course in a new major. This exception will require approval of the advisor, the Chairman of the (major) department, the Dean of the college and the Vice Rector for Academic Affairs;
- The deadline for receiving audit requests by the Deanship of Admissions & Registration is the last day for dropping course(s) with the grade 'W' in the respective term as indicated in the academic calendar.

Graduate students require the additional approval of the Dean of Graduate Studies to audit a course.

## **2.10 Repeating Course(s)**

A student who obtains a failing grade in a required course must repeat the course, and therefore should formally register for it in the following semester(s). Additionally, a student who wishes to improve his academic standing may repeat a course for which he previously obtained a D or a D+ grade. The last grade will reflect the student's performance in such a course.

Should a student repeat a required course in which he had previously earned a D/D+ grade, and fail, he must repeat the course again in a subsequent semester. All the student's grades are included in the GPA calculation in his transcript.

## **2.11 Change of Sections**

Students can change the sections of a course(s) during the Registration Week through the web on the designated dates. For adding or changing a closed section, a student is required to get the online approval from the chairman of the department offering the course. After obtaining approval, the student should add the course thru portal on the same day itself as all online approvals are removed from the system in the morning of the following day.

## 2.12 Changes in Class Timings

If any academic department intends to change the class timings for any of its courses, it should make a formal request to the Office of the University Registrar. It should be noted that the Office of the University Registrar may not be able to implement the request because of its effect on other class schedules and/or unavailability of classrooms at the requested time and/or time conflicts in the schedules for a large number of students.

The department chairmen are therefore requested to forward only those requests that are fully warranted. Unless requests are supported by concrete justification, they will not be entertained. (*Departmental arrangements are not allowed*).

## 2.13 Combining of Sections

Combining of two or more sections of the same course by a course instructor is strictly prohibited. Any such arrangement can be made only with the prior approval of the Vice Rector for Academic Affairs through the department concerned.

## 2.14 Course Withdrawal

Students may request withdrawal from a course through the Student page on the web as per the following schedule:

<b>Semester</b>	<b>“W” in one or more courses</b>	<b>“W” in all courses</b>	<b>“WP/WF” in all courses</b>
Spring/Fall	7 <sup>th</sup> week	10 <sup>th</sup> week	14 <sup>th</sup> week
Summer	4 <sup>th</sup> week	6 <sup>th</sup> week	8 <sup>th</sup> week

The exact dates of deadlines for withdrawal of course(s) will appear in the academic calendar for that particular term.

## 3 Schedule of Final Exams

In developing the Schedule of Final Examinations, every effort is made to minimize the number of students who will have more than one exam on a single day. However, there are always a number of students with two exams on the same day, a few with three and some even with outright conflict. Solutions technically exist for most of the conflicts, but in all instances these solutions greatly increase the inconvenience to a disproportionate number of students. The Office of the University Registrar is thus forced to request the departments to administer special examinations for such students as may be indicated in the schedule of final examinations.

The Schedule of Final Examinations is provided to the departments prior to the beginning of the semester. Departments are asked to advise the Office of the University

Registrar of any essential changes to be incorporated in the Schedule of Final Examinations. Efforts are made to accommodate such requests as far as possible.

Faculty are reminded that University policy requires them to strictly adhere to the schedule of final exams. No change is allowed without the consent of all the parties involved (students, instructors and department chairman) and the written permission of the University Registrar.

## 4 Grades

### 4.1 Midterm Warning submission through KFUPM Portal

Every regular semester, course instructors will be able to submit midterm warning for students in their course sections. This can be accessed thru KFUPM Portal at <http://portal.kfupm.edu.sa/> and then by clicking **Registrar Services Tab**. It is mandatory for the course instructors to submit midterm warning for their course sections even if there are no students to be warned. The students will be able to view midterm warning (if any) thru KFUPM portal. The period for midterm warning is mentioned in the Academic Calendar. All course instructors and departments will be notified thru email and/or memo prior to this activity.

### 4.2 Final Grades submission through KFUPM Portal

Every term, on the first day of the final examination period, course instructors will be able to submit grades for students in their course sections. This can be accessed thru KFUPM Portal at <http://portal.kfupm.edu.sa/> and then by clicking **Registrar Services Tab**. The deadline for submission of final grades is specified in the academic calendar for that semester. The procedure for completing grade submission process and steps for submission of grades thru portal are sent thru email/memo to all Instructors and Academic Departments prior to this activity.

#### 4.2.1 Interpretation of Grades

A grade of A+, A, B+, B, C+, C, D+, D, F, IP, IC, DN & NP can be reported on the final grade rosters. The interpretation of the grades is as follows:

A+	=	Exceptional
A	=	Excellent
B+	=	Superior
B	=	Very Good
C+	=	Above Average
C	=	Good
D+	=	High Pass
D	=	Pass
F	=	Fail
IP	=	In Progress (may be reported in place of "IC" for Coop, Theses & Dissertation).
IC	=	Incomplete
DN	=	Denial (more than 1/5 unexcused absences)

NP	=	No grade – Pass
AU	=	Audit: Pretyped (for students not registered for course credit)
W	=	Officially withdrawn
WP	=	Withdrawn with pass: Pretyped
WF	=	Withdrawn with fail: Pretyped

If a student is listed who has not been attending class and for whom you have no information about his official withdrawal or illness, the grade of “DN” should be reported. However, this grade may be corrected at a later date if necessary.

## 4.2.2 Coop Grade

The University Coop Program is spread over one regular semester and a summer session, and students register for it according to the following schedule:

	Coop starting in a Summer Session	Coop starting in a Spring Session
<b>Terms</b>	Summer + Fall	Spring + Summer
<b>Course#</b>	350 + 351	351 + 352
<b>Cr. Hrs</b>	0 + 9	9 + 0

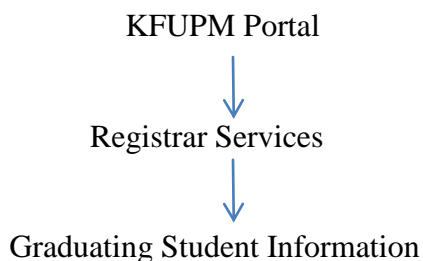
The Coop grade should be reported as follows:

<b>IP</b>	=	350 & 352
<b>IC</b>	=	351 (which can be changed to a regular grade through the grade change form)

## 5 Graduation

### 5.1 Submission of Graduation Information form

Students expected to graduate (both undergraduate and graduate) in any semester are required to submit Graduation Information Form to the Office of the University. Those students who are listed as expected to graduate are informed thru SMS by the end of fifth week to submit the ‘*Graduation Information Form*’ within 2 weeks from the date of the SMS thru:



Purpose: For checking all the information in the form i.e. name spelling in English, name in Arabic, Date of Birth, Mobile #, e-mail and postal address are correct. If required, make necessary changes in the form.

For Saudi students: Name in English should match the name in Arabic as mentioned on the national ID card (no initials).

For non-Saudi students: Name should be as per your current passport.

Submit the form thru portal and take a printout of it to be submitted to the Office of the University Registrar (Building 68 – Room 269) along with a passport size photograph, a copy of National ID & Passport (for Saudis) and Iqama & Passport (for non-Saudis).

Note: The Information in the graduation certificate, i.e. name in English & Arabic, date of birth, National ID/Iqama Number etc. is based on the input provided by the student in the form and the attachments.

## **5.2 Procedure for Graduation Certification**

After the students have completed all the requirements of their respective degree programs:

After the students have completed all the requirements of their respective degree programs:

- The departments receive the transcripts and degree audits for their students who are shown as degree candidates for a given term.
- These records are reviewed and endorsed by the departments for the undergraduates that have completed all degree requirements. The Dean of the College of Graduate Studies certifies the graduate degrees.

In order to graduate, an undergraduate student is required to have earned a cumulative GPA as well as a major GPA of  $\geq 2.00$ . It is to be noted that students who can graduate cannot register for the next semester.

Before sending any graduation clearance to the Office of the University Registrar, the departments must make sure that all grades have been entered in the transcripts with special attention paid to “IC” grades.