Registrar Handbook

2022

King Fahd University of Petroleum & Minerals

Office of the University Registrar

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Preface to the Sixth 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.

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

University Registrar
Jan. 2022

1. Contact Information and Important Deadlines

All up-to-date information related to registration, academic calendar, policy and procedures, and step-by-step guidelines are available at the Office of the University Registrar (OUR) Website:
http://registrar.kfupm.edu.sa

For any additional inquiry or request, please send an email to the university registrar at
registrar@kfupm.edu.sa

Always check the academic calendar on OUR website and make sure to mark the following important deadlines:

1- **Last Day for Registration Confirmation**: Every student must confirm his registration schedule by this deadline. Non-confirmed schedules will be dropped from the semester. Steps for registration confirmation through portal is provided in OUR website. If you have any issues regarding the confirmation, please email the university registrar.
2- **Last day for dropping course(s) without permanent record**: A student is allowed to drop one or more courses without a permanent record before the end of the second week of a regular semester (or end of the first week of a summer term) given that the minimum required load is met.
3- **Last day for dropping course(s) with grade of "W":** A student is allowed to drop one or more courses before the end of the 10th week of a regular semester (or end of the 5th week of a summer term) given that he/she doesn't violate the minimum required load. A Withdrawal "W" grade will be reported in his/her academic record.

2. Preparatory Year Students

2.1. Registration

All Preparatory students (New & Continuing) are assigned preparatory courses by the Office of the University Registrar. They should submit registration confirmation through portal during the registration period. Steps for Registration Confirmation through portal is provided in OUR website:
Steps for doing Registration Confirmation thru KFUPM portal

2.2. Early Registration for eligible Prep year Students

Preparatory student expected to be promoted to freshmen at the end of current term are eligible to register freshmen courses during the early registration period. Steps for Registering courses through portal are provided in OUR website.

2.3. Adding freshmen courses for eligible Prep year Students.

Preparatory students eligible (eligibility criteria given below) to register Freshmen courses, will be able to register freshmen courses (list given below) through portal during the registration period.

2.3.1. New Preparatory Students

- All new preparatory year students will be given preparatory courses by the Office of the University Registrar.
- If the total credit hours are ≤ 11, then the students can apply to register freshmen courses* such that, total registered hours for both preparatory and freshmen should be ≤ 13 credit hours.

2.3.2. Continuing Preparatory Students

All continuing preparatory year students will be given preparatory courses by the Office of the University Registrar.

Student with Cumulative GPA ≥ 3:
If the total credit hours are ≤ 13, then the student can register freshmen courses (table below) thru KFUPM Portal, such that the total registered hours for both preparatory and freshmen should be ≤ 15 credit hours. (Only one course can be taken from IAS department).

Student with Cumulative GPA < 3:
If the total credit hours are ≤ 8, then the student can register freshmen courses (table below) thru KFUPM Portal such that, total registered hours for both preparatory and freshmen should be ≤ 10 credit hours. (Only one course can be taken from IAS department).

ACCT 110	CHEM111	IAS 121	MATH105
ARC 110	CP 101	IAS 111	MATH106
ARE 100	ECON101	IAS 131	MIS 101
CE 101	ECON102	ICS 104	PHYS101
CHEM101	ENGL101	MATH101	PHYS102
CHEM102	ENGL102	MATH102	PHYS133

Table : List of freshmen courses that can be registered by Prep year students.

Important Notes:

1. Registration of freshmen courses can be done through portal. Steps for Registering courses through portal is provided in OUR website.
2. In case of closed sections, students may contact Department offering the course, or enlist in the waitlist section (lecture sections only).
3. Students will not be able to ADD/DROP Preparatory courses; i.e. they can ADD/DROP eligible freshmen courses only.
4. Students should not register two IAS courses in a term; i.e. they can either register IAS 111 or IAS 121, but not both.
5. Maximum Load for student has already been set according to their Cumulative GPA.
6. Student can register MATH101, MATH105 or MATH106 course only after completion of preparatory MATH002 course.

3. 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 through 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 through email and/or memo prior to this activity.

Step by Step Guideline for doing registering courses through KFUPM portal is posted on OUR Website: **Steps for registering courses thru KFUPM portal**

3.1. Preparation for Early Registration

3.1.1. 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 two years' 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.

3.1.2. Advisee/Advisor List through the Web

The Chairman can change the student's academic advisor any time through the Chairman's services in the portal. The departments will be able to submit advisor/advisee reassignments through the web should the need arise.

3.2. 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 Educational Planner
- Student Registration History
- Student General Information etc.

Before the Early Registration week, students should update their **educational planner** (SEP). Academic advisors can approve their advisees' educational plans and early Registration

through portal by releasing the registration hold. Guidelines for releasing the hold will be sent to advisors through email prior to this activity.

3.3. Early Registration Procedure

3.3.1. Advisor Approval for Early Registration

Every semester, all college level students should obtain advisor approval for their **educational plans** (SEP) and 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 through email and/or memo prior to this activity. Students will be able to view the advisor approval through portal. A step-by-step guideline is available at OUR website.

3.3.2. 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 in a regular semester.
- 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 in a regular semester.
- 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.

3.3.3. 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 **Course Catalog** and consult his Advisor for these requirements.

3.3.4. Enrollment in COOP / Internship Program

Some students, according to the requirements of their majors and degree plans, should spend a period (not exceeding 28 weeks for COOP and one regular semester for Internship) 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
- not be discontinued from study
- not be allowed to take any other courses along with the Cooperative Program

3.3.5. 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 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

3.3.6. 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 Master's thesis, PhD dissertation or seminar.

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

In addition, the following policies are applied to graduate students:
- For full-time graduate students, the minimum course load for which a student can register in an academic semester is 9 credit hours. Violation of this rule results in dropping of all the courses registered in that semester.
- The maximum course load is 12 credit hours for all graduate students.
- Full-time graduate students who have completed all non-thesis course work or have less than 9 credit hours remaining for completing the degree can register less than 9 credit hours.

3.4. Waitlist

Waitlist feature will be available during the registration period to enhance the registration experience for students. Waitlist for a section begins once the section closes (Lecture Sections only) and will allow the students to enlist for the waitlisted section.

- Students will be able to enlist in a waitlisted section in case of closed section (Lecture Sections only).

Note: Students who have enlisted in waitlist section during the early registration period will continue to remain in waitlist section.

- There are limited seats available in the waitlist.
- If a student already registered in a section, he cannot enroll in a waitlist for that course.
- To help students to graduate on time, default priority is for senior students.
- The department chairman has the right to change the priorities of students enrolled in the waitlist.
- Students will receive an email notification to convert Waitlisted Registration to Regular Registration in case of seat availability for the student in the section.
- Students need to convert Waitlisted Registration to Regular Registration through portal within the timeframe mentioned in the email notification.
- If the waitlisted section is not added during the designated timeframe, then the student will lose the chance to add the section and will have to re-enlist in the section waitlist.
- Seat opens only if someone drops or enrollment of the section is increased. Waitlist does not guarantee seat.

4. Registration

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

Step by Step Guideline for doing registering courses through KFUPM portal is posted on OUR Website: **Steps for registering courses thru KFUPM portal**

4.1. 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 students themself must do the registration confirmation. Necessary action will be taken if registration is confirmed by someone other than the student himself.

Step by Step Guideline for doing Registration Confirmation through KFUPM portal is posted on OUR Website:
Steps for doing Registration Confirmation thru KFUPM portal

4.2. Course Load

See section 3.3.2

4.3. KFUPM Portal Password

Please visit password.kfupm.edu.sa to create or reset your password.
For any issue, students can contact ICTC Help Desk at Bldg #14.

4.4. Pre-requisite/Co-requisite Violations

Since students are fully responsible for their registration, they 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 in which the student has failed or withdrawn from in the previous terms.

4.5. Class Rosters through KFUPM Portal

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

4.6. Low Enrollment Courses

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

4.7. Cancelation/Addition of a Course/Section by a Department

4.7.1. Canceling a Course

Where any course has to be cancelled, the concerned department 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.

4.7.2. Canceling a Section

Where any section has to be canceled, the concerned department 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 responsibility of the student to drop that section and add another section or to drop the course.

4.7.3. 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.

4.7.4. 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.

4.8. 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. Graduate students require the additional approval of the Dean of Graduate Studies to audit a course. 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 or in the following summer term.
- 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.
- A graduate student can audit course(s) after completing his required coursework in his approved degree plan, provided that his GPA is 3 or above and audited courses are limited to two courses in the degree.

4.9. Repeating Course(s)

An undergraduate student who obtained a failing grade in a required course must repeat the course, and therefore should formally register for it in the following semester(s). Additionally, an undergraduate 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.

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

When a graduate student repeats a required course in which he had previously earned a C/C+ or lower grade, and fails, he must repeat the course again in a subsequent semester. All the student's grades are included in the GPA calculation in his transcript.

4.10. 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, the student is required to get online approval from the chairman of the department offering the course. After obtaining approval, the student should add the course by himself through the portal during the registration period.

4.11. 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 the fully warranted requests.

4.12. 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 concerned department.

4.13. Course Withdrawal

Students may request withdrawal from a course through portal as per the following schedule:

Semester	"W" in one or more courses	"W" in all courses
Spring/Fall	10th week	Need approval from: • Student Affairs (Prep and Undergraduate Students) • Graduate Studies (Graduate Students)
Summer	4th week	7th week

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

Please note that student should check at least 48 Hrs. after submitting the withdrawal request whether it has been accepted or not. Course(s) will not be dropped / withdrawn if the request does not satisfy the academic regulations. (*It is the student's responsibility to check his email/schedule regarding the drop/withdrawal request*).

Step by Step Guideline for submitting course withdrawal request through KFUPM portal is available on OUR Website.

5. List of Violations

The Office of the University Registrar summarizes some of the registration violations that occur during the registration period and the actions taken accordingly. This will provide students with an opportunity to know and avoid violations so that some or all of their courses are not dropped.

<u>Important Note:</u>

1. Student may contact their department in order to resolve some of the above violations.
2. Student is fully responsible for all his registration actions and should ensure that his registration is not in violation of any of the above.
3. Action will also be taken for some of the above registration violations after the Early Registration week as well during and after the Registration week.

#	Violation	Consequences
1	**Students who do not confirm their registration during the Registration week.**	**All courses will be dropped after the last day for registration confirmation.** *Contact the Registrar in-person or via email to confirm your registration.*
2	**Student registered in a lecture without its lab or vice versa**	**The course will be dropped if both lecture and lab are not registered.**
3	**Students registered in courses in addition to Co-op/ Internship/ Summer Training programs.**	**Courses other than the Coop/ Internship/ Summer Training will be dropped.** *Students should keep either Coop/ Internship/ Summer Training or courses as per the academic regulations.*
4	**Undergraduate Students repeating a course in which they have previously obtained either 'C' or better grade or an 'IC' grade.**	**Course will be dropped.** *Student should not register a course in which he had obtained either 'C' or better grade or an 'IC' grade.*
5	**Undergraduate Students NOT on Good Standing status exceeding 15 credit hours in a regular semester or 7 credit hours in Summer Semester.**	**Higher number courses will be dropped until maximum load is reached (i.e. 15 credit hours in regular semester & 7 credit hours in Summer Semester).**
6	**Undergraduate Students registered in less than 12 credit hours in a regular semester.**	**All courses will be dropped after the last day for adding courses.** *Student expected to graduate in that particular term and is left with less than 12 credit hours to complete graduation requirements are excluded from this rule.*
7	**Student registers a course having specific restriction (Class level/ Major /College etc.)**	**The course will be dropped.**
8	**Student registers a course with co-requisite violation.**	**The course will be dropped.**
9	**Undergraduate Student registers courses outside his degree plan (Out-of-major courses).**	**All out-of-major courses (*except one lowest level course*) will be dropped.**

#	Violations	Consequences
10	**Junior student with remaining 100 level course(s) or Senior student with remaining 100/200 level courses.**	**Registration hold will be placed on the student record and he will not be able to make any changed to his schedule. If the issue is not resolved, all courses will be dropped after last day of adding courses.** *Students should complete the 100 level course(s) before they reach Junior Standing, whereas 200 level course(s) should be completed before the senior Standing is reached.*
11	**Junior student drops 100 level course(s) or senior student drops 100/200 level courses during the Registration Period.**	**All courses will be dropped after the last day for adding courses.** *Student should not drop 100/200 level courses as it is against university regulations.*
12	**Graduate students taking lower than 300 level courses**	**Lower than 300 level course(s) will be dropped after the last day for adding courses.**
13	**Undergraduate students taking graduate courses without the required approval.**	**Graduate course will be dropped.** *Student should contact their Department in this regard.*
14	**Undergraduate students who have completed more than 15 regular terms and have still not graduated.**	**Student will continue in the course unless otherwise instructed by the Dean, Admissions & Registration.**
15	**Students registering Coop/ Internship Program and has either one or all of the following violations without the required approvals:** 1. Registering Coop in last term before graduation. 2. Not completed 86 credit hours of degree plan. 3. Not fulfilling the pre-requisite requirements. 4. Have either major or cum GPA less than 2.00.	**Registration of Coop/ Internship Program will be cancelled.**
16	**Students registering Summer Training program and have either one or all of the following violations without the required approvals:** 1. Registering Summer Training in last term before graduation. 2. Not completed 66 credit hours of degree plan. 3. Not fulfilling the pre-requisite requirements. 4. Have either major or cum GPA less than 2.00.	**Registration of Summer Training program will be cancelled.**
17	**Student who does not get the Advisor Approval for early registration before the early registration period.**	**The student will not be able to register during the early registration period.**

6. Undergraduate E-Petitions

Undergraduate Students may file a petition and/ or a closed section approval through the E-Petitions platform available in Portal, under Registrar Services. The petition types/ approvals are the following:

E-Petitions	Description
Course Overload for one of the following situations.	o Good Standing Graduating Student with CGPA>2 is allowed to register 21 Credit Hours in Regular term & 9 Credit Hours in Summer term. o Good Standing Student with CGPA>3 is allowed to register 21 Credit Hours in Regular term. o Good Standing Student with CGPA>2 is allowed to register 21 Credit Hours in the Regular term preceding his Summer Graduation Term. o Academic Warning or Probation Student is allowed to register between 16-17 Credit Hours.
Academic Warning or Probation Student is allowed to register between 18-19 Credit Hours.	Academic Warning Student registering more than the maximum load prescribed per regular academic semester
Course Prerequisite, Co-requisite.	Request to register course(s) without the prerequisite or co-requisite.
Course Standing Violation (difference < 7 hours).	Request to register course(s) of higher class standing and difference is less than 7 Credit Hours.
Course Standing Violation (difference >= 7 hours).	Request to register course(s) of higher class standing and difference is 7 Credit Hours or more.
Student taking more than one out of major courses.	Request to register more than the allowed courses from outside the student's degree plan.
Undergraduate (UG) student taking Graduate (GR) level course.	Request to register GR level course(s) in his Senior Year.
Student wants to take a course with departmental restrictions (Courses offered by department for Outside Major department).	Approval to remove departmental restrictions for course(s).

E-Petitions	Description
Student Dropping Course to be < 12 (Under load) for the first time.	Student wants to drop a course from his schedule and be underload for first time.
Student Registering Course Load < 12 (Under load) for the first time.	Student wants to be underload for first time.
Student Dropping Course to be < 12 (Under load) from the second time onwards.	Student wants to drop a course from his schedule and be underload, from second time onwards.
Student Registering Course Load < 12 (Under load) from the second time onwards.	Student wants to be underload, from the second time onwards.
JR student dropping 100 level course.	Junior student who wants to drop 100 level courses from his schedule for one term.
JR student delaying 100 level course.	Junior student who wants to delay his 100 level course for one term.
SR student dropping 100/200 level course.	Senior student who wants to drop 100/200 level courses from his schedule for one term.
SR student delaying 100/200 level course.	Senior student who wants to delay his 100/200 level course for one term.
Student taking a General Studies, Science, Technical, Engineering, Business or Free Elective outside the approved list.	Request to count course(s) as (non-Major) Elective(s).
Student taking Major Elective outside the approved list.	Request to count course(s) as Major Elective(s).
Adding Math Minor.	Request to enroll in Math Minor.
Dropping Math Minor.	Request to withdraw from Math Minor.
Adding Chemistry Minor.	Request to enroll in Chemistry Minor
Dropping Chemistry Minor.	Request to withdraw from Chemistry Minor.
Course Substitution.	Request to replace required course(s) from the Degree Plan with another course(s).
Closed Section.	Request to enroll in a section that is closed.

7. Schedule of Final Exams

In the development of 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 announcement. 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.

8. Grades

8.1. 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 through 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) through KFUPM portal. The period for midterm warning is mentioned in the Academic Calendar. All course instructors and departments will be notified through email and/or memo prior to this activity.

Midterm Warning Grades & Descriptions

Midterm Warning Grade	Description
YY	**Warning based on both Academic performance & Attendance**
YN	**Warning based on Academic Performance only**
NY	**Warning based on Attendance only**
NN	**No warning**

8.2. 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 through 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 through portal are sent through email/memo to all Instructors and Academic Departments prior to this activity.

8.2.1. 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** (for students not registered for course credit)
W	=	**Officially withdrawn**

If a student has not been attending class and instructors do not have information about his official withdrawal or illness, the grade of "DN" should be reported for him. However, this grade may be corrected at a later date if necessary.

8.2.2. 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
Terms	Summer + Fall	Spring + Summer
Course#	350 + 351	351 + 352

The Coop grade should be reported as follows:

IP = 350 & 352
IC = 351 (which can be changed to a regular grade through the grade change form)
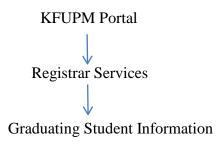
9. Graduation

9.1. 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 Registrar. Those students who are listed as expected to graduate are informed through SMS by the end of fifth week to submit the '*Graduation Information Form*' within 2 weeks from the date of the SMS through:

<div align="center">

KFUPM Portal

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Registrar Services

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Graduating Student Information

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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 through 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.

9.2. Procedure for Graduation Certification

After students have completed all requirements of their 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 Graduate Studies certifies the graduate degrees.
- 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.

9.3. Graduation Requirements

The following graduation requirements should be met:

- A student should successfully complete all graduation requirements according to the degree plan of his major.
- An undergraduate student must attain a cumulative GPA and a major GPA of 2.00 or above to graduate.
- To obtain any degree from KFUPM, the undergraduate student must have studied at KFUPM a minimum of 65 credit-hours, including at least 25 credit hours in his major field.

10. Double Major, Concentrations and Minors

Conferral of two degrees:

After obtaining the approval of the two department councils and the two college councils concerned, a student may apply for two undergraduate degrees provided he/she has completed at least 32 credit hours and his/her cumulative GPA is not less than 3.00. The two degrees are granted when the following requirements are fulfilled:

a. The course and cumulative GPA requirements for each degree must be individually satisfied.
b. The total credit-hours completed should be at least 28 in excess of that which is required by whichever of the two degree programs carries the higher credit-hour requirement.
c. If both programs have cooperative assignments, the student may take one assignment and substitute the other by taking courses as determined by the councils of the two colleges concerned, in accordance with the study plan of the two degrees d. If both programs require summer training, the student may undertake one program as per the recommendation of the councils of the two colleges concerned.

Concentration:

A student can join a concentration with the approval of the concentration office. Visit (https://cx.kfupm.edu.sa/) or email cx@kfupm.edu.sa for more details.

Minors:

A student can apply for a minor program with the approval of the minor department chairman. Currently, there are two minor programs available: Math and Chemistry.

11. Transfer

11.1. Transfer from one College to another within the same University

- A student may transfer from one college to another within the University before he completes the fourth academic level in his undergraduate studies.
- The student should continue to study all the courses he registered for at the level preceding the transfer, in compliance with the adding and dropping rules.
- The transfer from one college to another will appear in the academic record of the student starting the term following the transfer.
- A student is allowed a maximum of two transfers from one college to another.

11.2. Transfer from one Major to another within the same College

- A student may transfer from one major to another within his college at any time before he completes the fourth academic level in his undergraduate studies. The college council may consider exceptional cases after that level.
- The transfer to the new major will appear in the academic record of the student starting the term following the transfer.
- A student is allowed a maximum of two transfers from one major to another within the same college. The college council may consider exceptional cases.

King Fahd University of Petroleum and Minerals

12. Frequently Asked Questions

12.1. Early Registration

1. When can I early register for following term(s) through portal?
The early registration for following term(s) is usually held in the 11th week of the regular term. The early registration events is posted in OUR website.

2. How the early registration for undergraduate students have been categorized?
The early registration for undergraduate students is usually categorized based on students' class level.

3. I am a preparatory student expected to be promoted to freshmen at the end of the current term. Do I need to early register for freshmen courses in following term(s)?
Yes, preparatory students who are expected to be promoted to freshmen in term 202 should also early register courses during the early registration period.

4. What should I do to add, drop or change section?
You can do these activities through the portal during the early registration period

5. Do I have to register at least 12 credit hours during the early registration period?
Yes, you must register at least 12 Credit Hours in the regular term.
<u>Note:</u> Students who are expected to graduate and left with less than 12 credit hours to complete graduation requirements are exempted from this rule.

6. What should I do to register in a closed section?
You need to contact Department offering the course, or enlist in the waitlist section (lecture sections only). Undergraduate Students can submit E-petition to the department for closed section approval.

7. I have already registered for waitlist section. What will happen next?
(a) Seat opens only if someone drops or enrollment of the section is increased. Waitlist does not guarantee seat. It is advisable to look for open course/section. It is priority based waitlist. First priority within the waitlist is for senior student. Priority can also be changed by department depending on the need of the student.

(b) Once the seat is available for you in the waitlist section, you will receive an email notification indicating that you have a chance to convert your Waitlisted Registration to Regular Registration for a particular section. Validity of the approval is time bound and you must convert the section from waitlisted to web-registered during the specified timeframe.

8. I have received email notification to covert my Waitlisted Registration to Regular Registration. What will happen if I do not add the course during the time frame mentioned in the notification?

The above opportunity to register in the CRN is time bound and will lapse if not utilized during the given time frame and you will have to re-register in the Waitlist.

9. I have received email notification to covert my Waitlisted Registration to Regular Registration. However, all Lab sections are closed?

You need to contact Department offering the course for closed section approval for the Lab section. Please note, if you get the lab section approval, you must register the course within the timeframe mentioned in the waitlist notification.

10. I am already registered in a section of a course, & I want to change the section; can I enlist in a waitlist of another section of that course?

No, you cannot enlist in waitlist section if you are already enrolled in the course.

11. What should I do if I am currently registered in less than 12 credit hours and the course which I intend to register is closed?

You can register the course in a waitlist section.

12. I have Advisor Approval hold for early registration. What should I do?

You need to contact your advisor for early registration approval and to release the hold.

13. I have already registered for Coop/Internship/Summer Training program in the following term. Do I have to register it again during the early registration period?

No, students who have already registered for Coop/Internship/Summer Training in following term are NOT required to register it again during the early registration period.

14. I have already registered for Coop program in the following term. How can I drop Coop and early register for courses?

You need to contact Coop & Summer Training Office at Deanship of Student Affairs in this regard.

15. Is there any limit of the number of registration transactions though Banner?

Yes, each student is assigned limited number of transactions.

16. What should I do if I forget my Portal password?

In case you forgot your password, contact ITC help desk through email. In addition, students are advised to visit portal and ensure that they can login into the portal without any problems before the Early Registration period.

12.2. Main Registration

1. I have early-registered for the following term. Do I need to submit registration confirmation during the registration period?
Yes, all Preparatory, undergraduate and graduate students (except those who had early registered Coop/Internship/Summer training) should submit registration confirmation through Portal during the registration period.

2. If I do not confirm my registration through portal, what will happen to my registration?
All your courses will be dropped after the last day for registration confirmation.

3. I have early-registered for Coop/Internship/Summer training. Do I need to confirm?
No, Students who early registered for Coop/Internship/Summer training are not required to submit registration confirmation through the portal.

4. I have registration hold? What should I do to remove the hold?
You should contact the concerned office for hold clearance. Upon getting clearance, you need to send email to our office to remove the hold.

5. What should I do to add, drop or change section?
You can do these activities through the portal during the designated period.

6. Do I have to register at least 12 credit hours in the current term?
Yes, as per academic regulations, undergraduate students must register at least 12 Credit Hours in the current term.
Note: Students who are expected to graduate and left with less than 12 credit hours to complete graduation requirements are exempted from this rule.

7. I had early-registered in course(s) which require(s) pre-requisite that has not been taken (or failed in the previous terms). What should I do?
You need to drop the course which requires pre-requisite and add some other course.

8. What should I do to add a closed section?
You need to contact Department offering the course, or enlist in the waitlist section (lecture sections only). Undergraduate Students can submit E-petition to the department for closed section approval.

9. I have already registered for waitlist section. What will happen next?
(a) Seat opens only if someone drops or enrollment of the section is increased. Waitlist does not guarantee seat. It is advisable to look for open course/section. It is priority based waitlist. First priority within the waitlist is for senior student. Priority can also be changed by department depending on the need of the student.
(b) Once the seat is available for you in the waitlist section, you will receive an email notification indicating that you have a chance to convert your Waitlisted Registration to

Regular Registration for a particular section. Validity of the approval is time bound and you must convert the section from waitlisted to web-registered during the specified timeframe

10. I have received email notification to covert my Waitlisted Registration to Regular Registration. What will happen if I do not add the course during the timeframe mentioned in the notification?
The above opportunity to register in the CRN is time bound and will lapse if not utilized during the given time frame and you will have to re-register in the Waitlist.

11. I have received email notification to covert my Waitlisted Registration to Regular Registration. However, all Lab sections are closed?
You need to contact Department offering the course for closed section approval for the Lab section. Please note, if you get the lab section approval, you must register the course within the timeframe mentioned in the waitlist notification.

12. I am already registered in a section of a course, & I want to change the section; can I enlist in a waitlist of another section of that course?
No, you cannot enlist in waitlist section if you are already enrolled in the course.

13. I am newly promoted freshmen Student and have not registered for courses before?
You will be able to register courses through portal during the registration period.

14. I have already registered for Coop/Internship/Summer training. How can I drop it and register courses?
You need to contact Coop & Summer Training Office at Deanship of Student Affairs in this regard.

15. Is there any limit of the number of registration transactions though Banner?
Yes, each student is assigned limited number of registration transactions though Banner.

16. What should I do if I forget my Portal password?
In case you forgot your password, contact ITC help desk through email. In addition, students are advised to visit portal and ensure that they can login to the portal without any problems before the Registration period.

12.3. Course offering in summer term

1. Is it mandatory to the university to offer summer term?
No, it is optional for the university to offer summer term

2. Is it mandatory for the student to register in a summer term?
No, it is optional for the student to register in a summer term.
Note: Summer course offerings are highly subjective and are not guaranteed since it is optional to both the university as well as the student.

13. Step by Step Guidelines

The following Step by Step Guidelines are available on the University Registrar's Website **https://registrar.kfupm.edu.sa/helpful-documents/**

- **Steps to check your class level**

- **Steps to check Advisor Approval**

- **Steps for doing Registration Confirmation thru KFUPM portal**

- **Steps for submitting course withdraw request thru KFUPM Portal**

- **Steps to generate Degree Audit thru KFUPM Portal**

- **Guidelines for Conducting Exams at KFUPM**

- **Steps for viewing Schedule thru KFUPM portal**

- **Steps for registering courses thru KFUPM portal**

- **Steps to file for a Petition/Closed Section Request**

14. Video Demos

- **Degree Works Audit Demo (Students)**

- **Degree Works Audit Demo (Advisors)**

- **Student Education Planner Demo (Students)**

- **Student Education Planner Demo (Advisors)**