

## **Early registration – Frequently Asked Questions**

- 1. When can I early register for the following term through portal?**  
See early registration events for the following term provided in OUR website.
- 2. How the early registration for undergraduate students have been categorized?**  
The early registration for undergraduate students have been categorized based on students' class level.  
[Click here](#) to view steps on how to check your class level.  
[Click here](#) to view unified class level rule table.
- 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 the following term?**  
Yes, preparatory students who are expected to be promoted to freshmen at the end of the current term, should register at least 12 credit hours during the early registration period for the following term. (see early registration events for designated timings).
- 4. What should I do to add, drop or change section?**  
You can do these activities through the portal during the designated period (See early registration events).
- 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 during early registration period.  
Note: Students who are expected to graduate in the following and left with less than 12 credit hours to complete graduation requirements are exempted from this rule.
- 6. What should I do to add a closed section?**  
You can enlist in the waitlist (if available) of that section.
- 7. I have already registered for waitlist section. What will happen next?**  
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 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.

**9. 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?**

We regret to inform you that this is not permitted.

**10. 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

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

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

**12. I have already registered for Coop 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 Program in the following term are NOT required to register it again during the early registration period.

**13. 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.

**14. Is there any limit of the number of transactions?**

Yes, each student is assigned limited number of transactions.

**15. 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.