

Dear Student,
We, at the Office of the University Registrar would like to guide you by outlining some of the common registration violations that occur during the registration period. This will provide you with an opportunity to know and avoid them so that some or all of your courses are not dropped.

Below we summarize some of the registration violations and the action taken by the Office of the University Registrar.

Violation # 1:

Students who do not confirm their registration on the Registration day.

Comment:

First the students should pay late registration fee to Deanship of Student Affairs and then go over to Late Registration Counter at Bldg # 10 (before the last day for late registration) to confirm their registration

Action Taken by the Office of the University Registrar:

All courses will be dropped if registration is not confirmed before deadline on the last day for late registration

Violation # 2:

Student who wants to register after the last day of late registration.

Action Taken by the Office of the University Registrar:

Student will not be registered for the term.

Violation # 3:

Student registering courses having final exams at the same time.

Action Taken by the Office of the University Registrar:

Higher number (level) course amongst the conflict courses will be dropped.

Violation # 4:

Student registered in a lecture without its lab or vice versa

Action Taken by the Office of the University Registrar:

The course will be dropped if the lecture or lab is not registered.

Violation # 5:

Students registered in courses in addition to Co-op/Summer Training programs.

Comment:

Students should keep either Coop/Summer Training or courses as per the academic regulations.

Action Taken by the Office of the University Registrar:

Courses other than the Coop/Summer Training will be dropped.

Violation # 6:

Students repeating a course in which they have previously obtained either 'C' or better grade or an 'IC' grade.

Comment:

Student should not register a course in which he had obtained either 'C' or better grade or an 'IC' grade.

Action Taken by the Office of the University Registrar:

Course will be dropped.

Violation # 7:

Students NOT on Good Standing status exceeding 15 credit hours in a regular semester or 7 credit hours in Summer Semester.

Action Taken by the Office of the University Registrar:

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)

Violation # 8:

Undergraduate students registered in less than 12 credit hours in a regular semester. (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)

Action Taken by the Office of the University Registrar:

All courses will be dropped after the last day for adding courses.

Violation # 9:

Students do not check their requests to drop / withdraw course(s) through the web after the last day of adding courses.

Comment:

Students should check at least 48 Hrs after submitting the request whether it has been accepted or not.

Action Taken by the Office of the University Registrar:

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)

Violation # 10:

Student requests to drop / withdraw all courses.

Comment:

First the student should get clearance form from Deanship of Student Affairs and then submit the request to drop all courses thru web.

Action Taken by the Office of the University Registrar:

Courses will not be dropped until completed clearance form is submitted.

Violation # 11:

Student registers a course having specific restriction (Class level / Major / College etc.)

Action Taken by the Office of the University Registrar:

The course will be dropped.

Violation # 12:

Student registers a course with co-requisite violation.

Action Taken by the Office of the University Registrar:

The course will be dropped.

Violation # 13:

Student registers courses outside his degree plan (Out-of-major courses).

Action Taken by the Office of the University Registrar:

All out-of-major courses (except one lowest level course) will be dropped.

Violation # 14:

Junior student with remaining 100 level course(s) or Senior student with remaining 100/200 level courses.

Comment:

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.

Action Taken by the Office of the University Registrar:

Registration hold will be placed on the student record which will prevent the student from submitting registration confirmation.

Violation # 15:

Junior student drops 100 level course(s) or senior student drops 100/200 level courses during the Registration Week

Comment:

Student should not drop 100/200 level courses as it is against university regulations.

Action Taken by the Office of the University Registrar:

All courses will be dropped after the last day for adding courses.

Violation # 16:

Graduate students taking lower than 300 level courses.

Action Taken by the Office of the University Registrar:

Lower than 300 level course(s) will be dropped after the last day for adding courses.

Violation # 17:

Undergraduate students taking graduate courses (last term before graduation only) without the required approval

Comment:

Student should contact their Department in this regard.

Action Taken by the Office of the University Registrar:

Graduate course will be dropped

Violation # 18:

Undergraduate students who have completed more than 15

regular terms and have still not graduated.

Action Taken by the Office of the University Registrar:

Student will continue in the course unless otherwise instructed by the Dean, Admissions & Registration.

Violation # 19:

Students registering Coop 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. Have either major or cum GPA less than 2.00

Action Taken by the Office of the University Registrar:

Registration of Coop Program will be cancelled.

Violation # 20:

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. Have either major or cum GPA less than 2.00

Action Taken by the Office of the University Registrar:

Registration of Summer Training program will be cancelled.

Violation # 21:

Student requesting a course (outside the degree plan) to be substituted with some other course in the degree plan

Action Taken by the Office of the University Registrar:

Course will not be substituted until necessary approvals are submitted.

Violation # 22

Student requesting a course (outside the degree plan) to be considered as an elective in the degree plan

Action Taken by the Office of the University Registrar:

Course will not be considered as an elective until necessary approvals are submitted.

Violation # 23

Student who does not get the Advisor Approval for early registration before the early registration period.

Action Taken by the Office of the University Registrar:

Registration hold will be placed on the student record which will prevent the student from early registration.

Violation # 24

Students who does not get the Advisor Approval for registration before the registration day of the new term.

Action Taken by the Office of the University Registrar:

Students will have a registration hold in their record. Based upon the Advisor's approval, the hold will be removed and the student will be allowed to register courses (available sections only) from third day of the registration week.

Important Note:

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.