



King Fahd University of Petroleum & Minerals

Deanship of Admissions and Registration

Office of the University Registrar

Steps for Submitting Request for Room Reservation through website

1. Go to DAR Website at <http://regweb.kfupm.edu.sa> and click “Room Reservation”

Registrar Office - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address <http://regweb.kfupm.edu.sa> Go Links >>

King Fahd University of Petroleum & Minerals
Branch of Admissions and Registration

Wednesday, August 25, 2004

Go to DAR Website at <http://regweb.kfupm.edu.sa>

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Student Page
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Welcome to the University Registrar's Web Site
The KFUPM University Registrar's Office welcomes you. We hope you find the information published here to be useful and comprehensive.
Please let us know if you have questions, suggestions, or need further assistance with any one of our services. [Contact Us](#)

Click Room Reservation

Office News
Registration changes or Add Courses thru Internet for term 041. [Detail](#)
[View all](#)

Important Dates
[August 2004 \(11:55 PM Wednesday\)](#)
[View all](#)

04:47 PM

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Local intranet 4:48 PM

2. Fill the form as directed below

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page from the University of Petroleum & Minerals (UPM). The page title is "Registrar Office - Microsoft Internet Explorer" and the address bar shows "http://regweb.kfupm.edu.sa/room/room_reservation_form1.htm". The page header includes the UPM logo and the text "Deanship of Admissions and Registration Office of the University Registrar". The main heading is "Request for Room Reservation in term: 033". Below this is a section titled "REQUEST FOR ROOM RESERVATION FORM -" with a note: "Note: For the reservation of Class Room Auditoriums during weekends or after 5 PM during weekdays, please call Audio Visual Department on Phone # 4037".

The form is divided into two main sections: "Contact Information" and "Event Information".

Contact Information:

- Name *: A dropdown menu with "Mr" selected, followed by a text input field. An annotation box points to this field with the text "Write Your Name".
- Phone *: A text input field. An annotation box points to this field with the text "Write Your Phone No.".
- E-mail *: A text input field with "@kfupm.edu.sa" pre-filled. An annotation box points to this field with the text "Write your email address".

Event Information:

- Occasion*: A text input field. An annotation box points to this field with the text "Write the Occasion for example Major exam, Seminar etc".
- Date *: (dd-mm-yy). From: and To: fields with calendar icons. An annotation box points to these fields with the text "Select the dates by clicking the calendar icons".
- Days: A text input field with "(example: smw, ut, sumtwrf etc)" as a hint. An annotation box points to this field with the text "Write the Days for example SMW, UT, SUMTWRF etc".
- Start Time *: A dropdown menu with "-Select-" selected.
- End Time *: A dropdown menu with "-Select-" selected.
- Requested Room Capacity *: A dropdown menu with "-Select-" selected.
- Smart Room: A checkbox.
- Preferred Location *: A table with three rows for "1st Choice", "2nd Choice", and "3rd Choice". Each row has columns for "Building #*" and "Room #*", each with a text input field.

At the bottom of the form are "Submit" and "Reset" buttons. The browser's status bar shows "Done" and the Windows taskbar at the bottom displays various application icons and the system clock showing "8:04 AM".

3. Fill the form as directed below and then click the submit button

Registrar Office - Microsoft Internet Explorer
Address: http://regweb.kfupm.edu.sa/room/room_reservation_form1.htm

**Deanship of Admissions and Registration
Office of the University Registrar**

Request for Room Reservation in term: 033

REQUEST FORM

Note: For the phone number, please call A...

*** Means this is a required field and you must fill it**

Select Start Time

Select End Time

Select Room Capacity

Select Yes or No for Smart Room

Write the Room no.'s like 124, 122, Any, 134 etc

Write the Building no.'s like 24, 22, 14 etc

Click the Submit button

Contact Information
Name * Mr
Phone *
E-mail * @kfupm.edu.sa

Event Information
Occasion*
Date * (dd-mm-yy) From:* To:
Days: (example: smw, ut, sumtwrf etc)
Start Time * -Select-
End Time * -Select-
Requested Room Capacity * -Select-
Smart Room No

Preferred Location *
1st Choice Building # * Room # *
2nd Choice Building # Room #
3rd Choice Building # Room #

Submit Reset


Done
Start
Local intranet
8:04 AM

4. Review your selections carefully, if ok press "Submit request for Room Reservation" otherwise click "go back" and reselect your choice and submit again

Registrar Office - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://regweb.kfupm.edu.sa/room/room_reserv_pre.asp

 **King Fahd University of Petroleum & Minerals**
Deanship of Admissions and Registration
Office of the University Registrar

Request for Room Reservation in term: 041

Name	Mr Noman
Phone	2047
Email	snoman@kfupm.edu.sa
Occasion	Seminer
Date	From:29-8-2004 To:31-8-2004
Days	SMW
Start Time	1:00 PM
End Time	2:00 PM
Smart Room	Yes
Room Capacity	<= 30
Building - Room	24-any, -, -

Review your selections carefully, if ok press **"Submit request for Room Reservation"** otherwise click [go back](#) and reselect your choice and submit. Kindly **exercise caution** in choosing **"Building and Room"** because you can't **undo** it.

Submit request for room reservation

If you have some corrections click "go back" and reselect your choice and submit again

Review your selections carefully, if ok press **"Submit request for Room Reservation"**

Done Local intranet 9:54 AM

5. You have successfully submitted your request for room reservation, you will be soon informed about the status of your request via email.

The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Registrar Office - Microsoft Internet Explorer". The address bar contains the URL "http://regweb.kfupm.edu.sa/room/room_reserv_update.asp". The main content area features the university's logo on the left and the following text:

King Fahd University of Petroleum & Minerals
Deanship of Admissions and Registration
Office of the University Registrar

Request for Room Reservation in term: 033

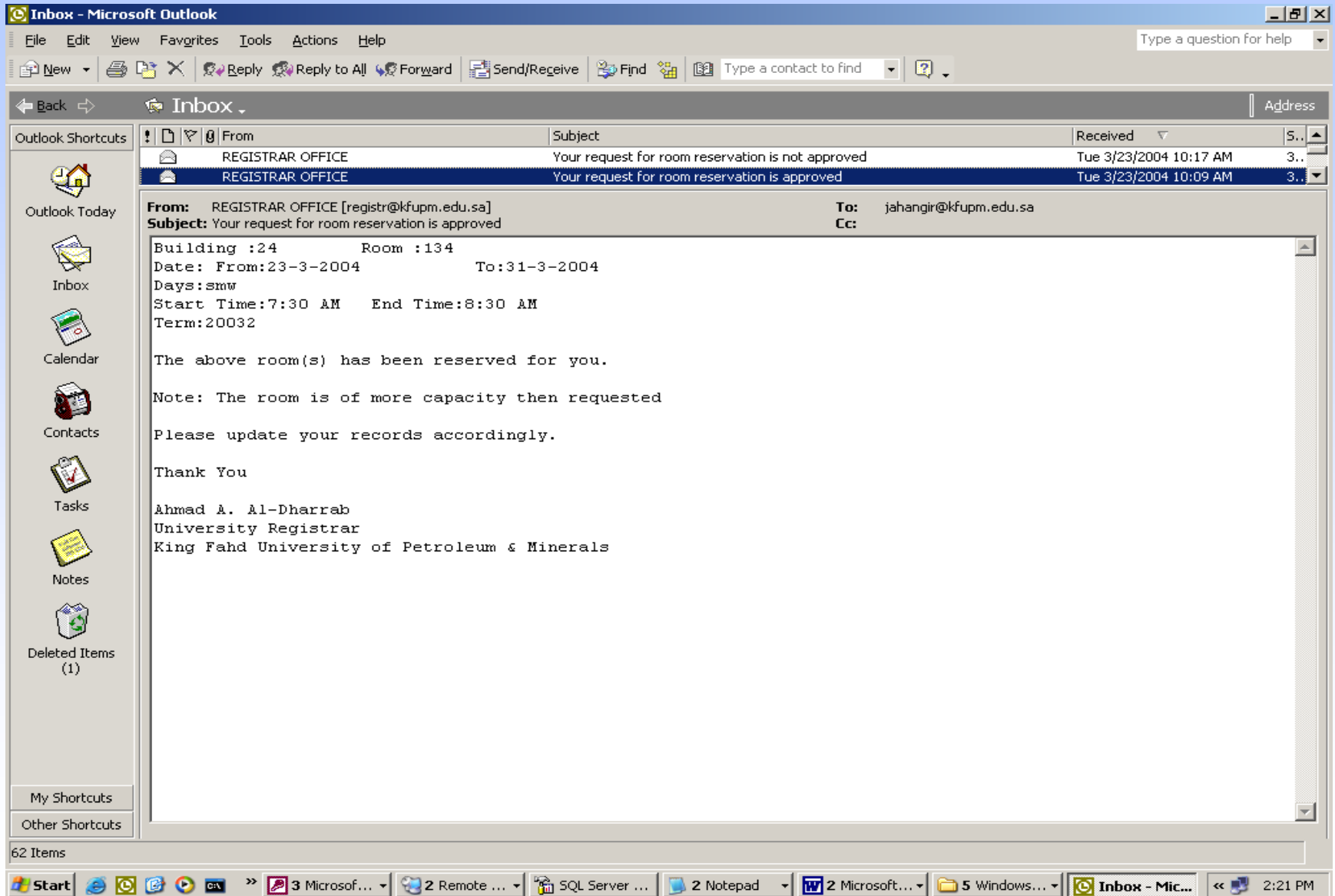
You have successfully submitted your request for room reservation, you will be soon informed about the status of your request via email

[Back to Home page](#)

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The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the date and time "9:59 AM".

6. If your request for room reservation is approved you will get an email like below giving all the details of the room which is reserved.



The screenshot displays the Microsoft Outlook interface. The main window shows an email from the REGISTRAR OFFICE with the subject "Your request for room reservation is approved". The email content includes reservation details for Building 24, Room 134, dated from 23-3-2004 to 31-3-2004, with start and end times of 7:30 AM and 8:30 AM respectively. The message states that the room has been reserved and is of more capacity than requested, and asks the recipient to update their records. The sender is Ahmad A. Al-Dharrab, University Registrar at King Fahd University of Petroleum & Minerals.

From	Subject	Received	S...
REGISTRAR OFFICE	Your request for room reservation is not approved	Tue 3/23/2004 10:17 AM	3..
REGISTRAR OFFICE	Your request for room reservation is approved	Tue 3/23/2004 10:09 AM	3..

From: REGISTRAR OFFICE [registr@kfupm.edu.sa]
Subject: Your request for room reservation is approved
To: jahangir@kfupm.edu.sa
Cc:

Building :24 Room :134
Date: From:23-3-2004 To:31-3-2004
Days:smw
Start Time:7:30 AM End Time:8:30 AM
Term:20032

The above room(s) has been reserved for you.

Note: The room is of more capacity then requested

Please update your records accordingly.

Thank You

Ahmad A. Al-Dharrab
University Registrar
King Fahd University of Petroleum & Minerals

7. If your request for room reservation is not approved you will get an email like below giving the reason because of which the requested room could not be reserved.

The screenshot shows the Microsoft Outlook interface. The main window displays an email from the REGISTRAR OFFICE. The email subject is "Your request for room reservation is not approved". The email body contains the following text:

Extra line breaks in this message were removed. To restore, click here.

From: REGISTRAR OFFICE [registr@kfupm.edu.sa]
To: jahangir@kfupm.edu.sa
Subject: Your request for room reservation is not approved
Cc:

Building :24 Room :134
Date: From:23-3-2004 To:31-3-2004
Days:smw
Start Time:7:30 AM End Time:8:30 AM
Term:20032

We could not reserve the above room(s) for you because it is to be booked by audio visual dept.

Note: The above room is not in our custody and it is to be booked by audio visual dept.

Please update your records accordingly.

Thank You

Ahmad A. Al-Dharrab
University Registrar
King Fahd University of Petroleum & Minerals

The Outlook interface also shows a list of emails in the inbox, with the selected email highlighted. The taskbar at the bottom shows the Start button and several open applications, including Microsoft Office, Remote Desktop, SQL Server, Notepad, and Windows Explorer.