King Fahd University of Petroleum and Minerals [SA] | https://login.kfupm.edu.sa/authenticationendpoint/login.do... ☆

جامعة الملك فهد للبترول والمعادن
**King Fahd University of Petroleum & Minerals**

**(1)** Go to http://portal.kfupm.edu.sa

## Central Authentication
One login for all KFUPM Services

Username

Password

☐ Remember me on this computer

**SIGN IN**

Forgot

**(2)** Enter Your Email Username and Password and then click SIGN IN Button below.
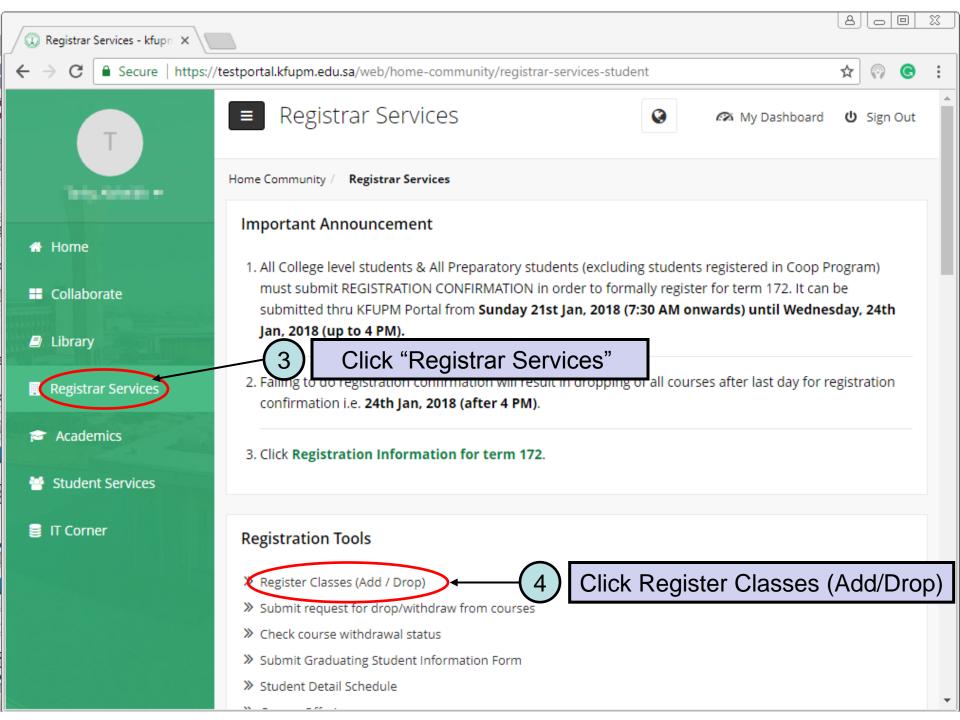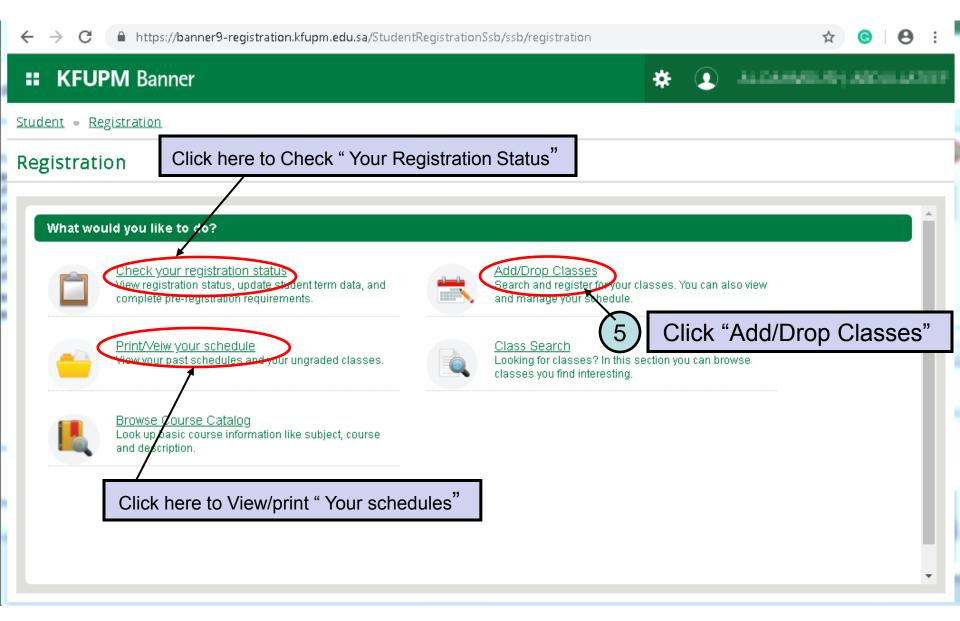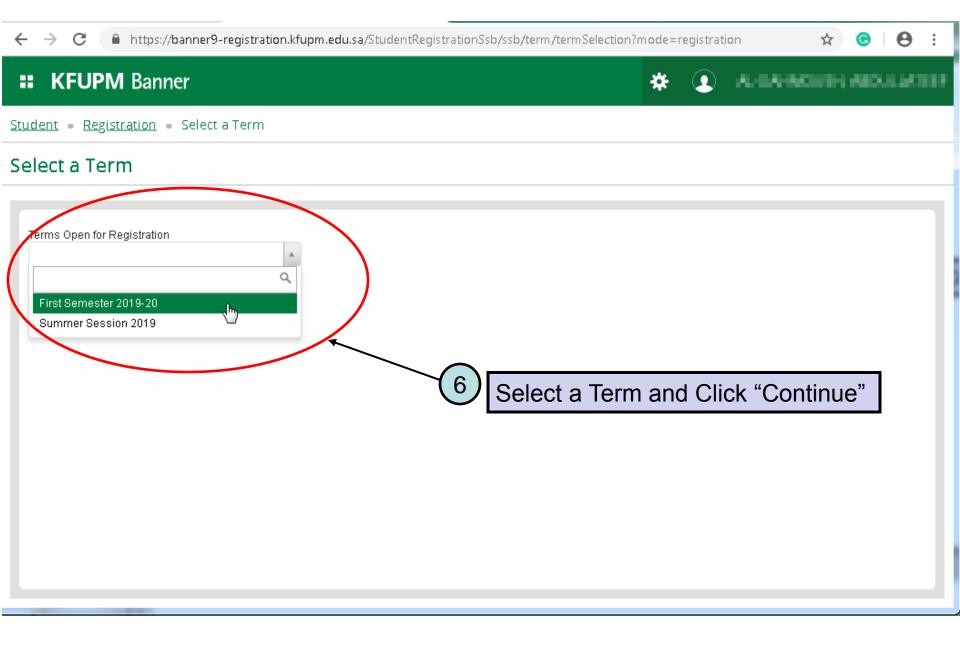
**Note: The Course Add/Drop thru KFUPM portal does not work with Internet Explorer 11 (IE 11). Google Chrome or FireFox should be used for this purpose.**
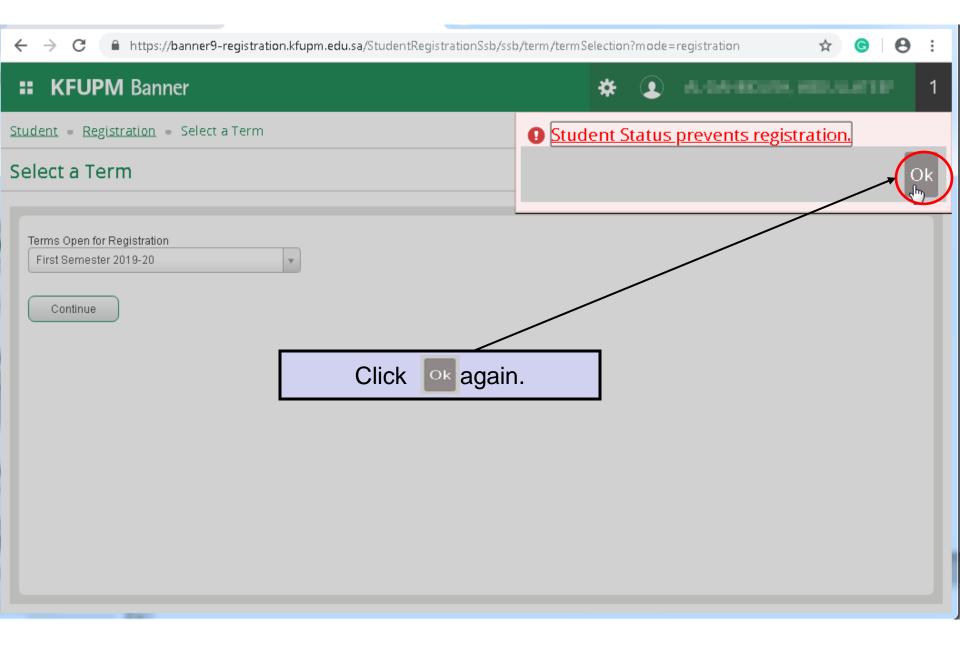
# Registrar Services - kfupm

https://testportal.kfupm.edu.sa/web/home-community/registrar-services-student

## Registrar Services

🌐  🚀 My Dashboard  ⏻ Sign Out

Home Community / **Registrar Services**

T

**Home**

**Collaborate**

**Library**

**Registrar Services**

**Academics**

**Student Services**

**IT Corner**

### Important Announcement

1. All College level students & All Preparatory students (excluding students registered in Coop Program) must submit REGISTRATION CONFIRMATION in order to formally register for term 172. It can be submitted thru KFUPM Portal from **Sunday 21st Jan, 2018 (7:30 AM onwards)** until **Wednesday, 24th Jan, 2018 (up to 4 PM).**

③ Click "Registrar Services"

2. Failing to do registration confirmation will result in dropping of all courses after last day for registration confirmation i.e. **24th Jan, 2018 (after 4 PM).**

3. Click **Registration Information for term 172**.

### Registration Tools

» Register Classes (Add / Drop)

④ Click Register Classes (Add/Drop)

» Submit request for drop/withdraw from courses

» Check course withdrawal status

» Submit Graduating Student Information Form

» Student Detail Schedule

**KFUPM** Banner

Student • Registration

# Registration

Click here to Check " Your Registration Status"

## What would you like to do?

**Check your registration status**
View registration status, update student term data, and complete pre-registration requirements.

**Print/Veiw your schedule**
View your past schedules and your ungraded classes.

**Browse Course Catalog**
Look up basic course information like subject, course and description.

**Add/Drop Classes**
Search and register for your classes. You can also view and manage your schedule.

**Class Search**
Looking for classes? In this section you can browse classes you find interesting.

5 Click "Add/Drop Classes"

Click here to View/print " Your schedules"

## KFUPM Banner

Student • Registration • Select a Term

# Select a Term

Terms Open for Registration

🔍

First Semester 2019-20
Summer Session 2019

⑥ Select a Term and Click "Continue"

**Browser URL:** https://banner9-registration.kfupm.edu.sa/StudentRegistrationSsb/ssb/term/termSelection?mode=registration

**KFUPM Banner**

Student • Registration • Select a Term

## Select a Term

Terms Open for Registration
First Semester 2019-20

Continue

⚠ Time tickets prevent registration at this time.

Ok

⚠ Student Status prevents registration.

If you are getting 2 errors as shown above
You have to click Ok two times to get rid of the error
messages, similarly you have to click Ok as many
times as you get the no. of errors

**KFUPM** Banner

1

Student • Registration • Select a Term

## Select a Term

**Student Status prevents registration.**

Ok

Terms Open for Registration

First Semester 2019-20

Continue

Click Ok again.

**:: KFUPM** Banner

Student • Registration • Select a Term

## Register for Classes

| Find Classes | Enter CRNs | Schedule and Options |
|---|---|---|

**Enter Your Search Criteria** ⓘ
Term: Second Semester 2018-19

This pane allows you to search for classes

Subject    × Accounting

As students add classes from the this pane, they are first added to the schedule *Summary* below in a "Pending" status

Course Number   110

Keyword

Search   Clear   ▸ Advanced Search

---

📅 Schedule    ☰ Schedule Details      📋 Summary

**Class Schedule for Second Semester 2018-19**

No registered or pending classes.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 6am | | | | | | | |
| 7am | | | | | | | |
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |

Here Students can see how the class would fit with their current class schedule before actually attempting to register in the class

Students can also drop classes from here

Total Hours | Registered: 0 | Billing: 0 | CEU: 0 | Min: 0 | Max: 19

Panels ▾

Submit

Click **Panels** to toggle between the above panes

**Here are some tips for entering search criteria in the new *Search Classes* tool:**

• To see the available list of values for a search criterion, click in that field and the options will display below. Click on one or more options to include them in your search criteria.
.
• The % wildcard character can be used in the *Course Number* and *Title* fields.

• To return open sections only, use the *Advanced Search* and click the *Open Sections Only* box (at the very bottom).

• Click the *Clear* link at the bottom to clear out all previous search criteria and start fresh with a new search.

| Find Classes | Enter CRNs | Schedule and Options |
|---|---|---|

**Enter Your Search Criteria** ⓘ

**Term: First Semester 2019-20**

Subject: [ × Accounting ]

Course Number: [ 110 ]

Keyword: [ ]

Campus: [ ]

Choose "Campus" here

[ Search ]  Clear  ▸ Advanced Search

| Title | Subject Description | Course No | Section | Hours | CRN | Term | Instructor | Meeting Times | Campu | Status | Attribute | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Business Communi... Lecture | Management | 210 | 01 | 3 | 20524 | Second Semester 2018-19 | HEINECK, MA... | S M **T** W T F S 08:00 AM - 11:00<br>S M **T** W T F S 11:00 AM - 12:15 | K... | Seats remain. | | | Add |
| Business Communi... Lecture | Management | 210 | 02 | 3 | 20525 | Second Semester 2018-19 | HEINECK, MA... | S M **T** W T KFUPM Main Campus 00<br>S M **T** W 15 | K... | ❶ FULL<br>Time Conflict! | | | Add |
| Business Communi... Lecture | Management | 210 | 03 | 3 | 24374 | Second Semester 2018-19 | HEINECK, MA... | S M **T** W T F S 08:00 AM - 11:00<br>S M **T** W T F S 02:00 PM - 03:15 | K... | Seats remain.<br>Time Conflict! | | | Add |
| Business Communi... Lecture | Management | 210 | 04 | 3 | 20526 | Second Semester 2018-19 | JOYNER, ED... | S M **T** W T F S 08:00 AM - 11:00<br>S M **T** **W** T F S 11:00 AM - 12:15 | K... | Seats remain.<br>Time Conflict! | | | Add |
| Business Communi... Lecture | Management | 210 | 05 | 3 | 24218 | Second Semester 2018-19 | JOYNER, ED... | S M **T** W T F S 08:00 AM - 11:00<br>S M **T** **W** T F S 12:30 PM - 01:45 | K... | Seats remain.<br>Time Conflict! | | | Add |

|◀ ◀ Page 1 of 1 ▶ ▶|  [ 10 ▼ ] Per Page                                                      Records: 5

**KFUPM** Banner

Student • Registration • Select a Term

## Register for Classes

Search for Classes and add them to the Summary pane below by clicking Add button

7

Find Classes  Enter CRNs  Schedule and Options

Search Results — 30 Classes
Term: Second Semester 2018

Search Again

Click here to change the term

| Title | | Subj | | | | | Campu | Status | Attribute | |
|---|---|---|---|---|---|---|---|---|---|---|
| Business Communi...<br>Lecture | Manag... | 210 | 01 | 3 | 2... | S... | HEINECK, MA... | S M T W T F S 08:00 AM - 11:00<br>S M T W T F S 11:00 AM - 12:15 | K... | Seats re... | Add |
| Business Communi...<br>Lecture | Manag... | 210 | 02 | 3 | 2... | S... | HEINECK, MA... | S M T W T F S 08:00 AM - 11:00<br>S M T W T F S 12:30 PM - 01:45 | K... | ⊘ FULL | Add |
| Business Communi...<br>Lecture | Manag... | 210 | 03 | 3 | 2... | S... | HEINECK, MA... | S M T W T F S 08:00 AM - 11:00<br>S M T W T F S 02:00 PM - 03:15 | K... | Seats re... | Add |

Schedule  Schedule Details

Class Schedule for Second Semester 2018-19

Summary

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 8am | | | | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |

No registered or pending classes.

Students that already know the CRNs of the classes they need can click the
*Enter CRNs* tab in the top pane to enter CRNs, and then click the *Add* button.

# Procedure to add linked courses together (example: CHEM 101 Lec and Lab

| Find Classes | Enter CRNs | Schedule and Options |

**Search Results** — 72 Classes
Term: First Semester 2019-20    Subject: Chemistry    Course Number: 101

**Click "View Linked"**

Search Again

| Title | Instructor | Meeting Times | Status | Attribute | |
|---|---|---|---|---|---|
| General Che… Lecture | AL-ARFAJ, AB… | S M T W T F S 07:00 AM - 07:50 / S M T W T F S 07:00 AM - 07:50 | Seats re… LINKED | | Q View Linked   Add |
| General Che… Lecture | AL-ARFAJ, AB… | S M T W T F S 07:00 AM - 07:50 / S M T W T F S 08:00 AM - 08:50 | Seats re… LINKED | | Q View Linked   Add |
| General Che… Lecture | AL-ARFAJ, AB… | S M T W T F S 07:00 AM - 07:50 / S M T W T F S 09:00 AM - 09:50 | Seats re… LINKED | | Q View Linked   Add |
| General Che… Lecture | ISAB, ANVARH… | S M T W T F S 08:00 AM - 08:50 / S M T W T F S 08:00 AM - 08:50 | Seats re… LINKED | | Q View Linked   Add |

| Find Classes | Enter CRNs | Schedule and Options |

**Then Click "Add All"**

Back To Search Results

**Linked Sections**
Term: First Semester 2019-20    Subject: Chemistry    Course Number: 101

**Title :** General Chemistry I(Morning Class must register Afternoon Lab)    **Schedule Type :** Lecture    **CRN:** 12143

Add All

| Title | Subject Descr | CRN | Term | Instructor | Meeting Times | Status | Attribute |
|---|---|---|---|---|---|---|---|
| General Che… Laboratory | Chemi… | 1… | Fi… | MAHFOZ, WAEL… | S M T W T F S 01:00 PM - 05:00 P | Seats re… LINKED | |

**Total Hours : 0**

After adding a class to the Summary, it will first display in a *Pending* status reflected with a gray and white diagonal color. Classes in *Pending* status have not yet been checked to see if the student meets the enforced prerequisites or other class restrictions, and they are not part Of the student's class schedule.

## Register for Classes

| Find Classes | Enter CRNs | Schedule and Options |
| --- | --- | --- |

**Search Results** — 30 Classes
Term: Second Semester 2018-19    Subject: Management

[Search Again]

| Title | Subject Descr | Course | Section | Hours | CRN | Term | Instructor | Meeting Times | Campus | Status | Attribute | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Communi... Lecture | Manag... | 210 | 01 | 3 | 2... | S... | HEINECK, MA... | S M T W T F S 08:00 AM - 11:00 A / S M T W T F S 11:00 AM - 12:15 P | K... | **Seats re...** | | Add |
| Business Communi... Lecture | Manag... | 210 | 02 | 3 | 2... | S... | HEINECK, MA... | S M T W T F S 08:00 AM - 11:00 A / S M T W T F S 12:30 PM - 01:45 P | K... | 🚫 FULL | | Add |

| Schedule | Schedule Details |
| --- | --- |

**Class Schedule for Second Semester 2018-19**

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 8am | | | Business Communication | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | Business Communication | | Business Communication | | | | |
| 12pm | | | | | | | |

📧 **Summary**

| Title | Details | Hours | CRN | Schedule T | Status | Action | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Business Communi... | MGT 210, 01 | 3 | 20524 | Lecture | *Pending* | Web Registered | ▼ |

Students who wish to register in a *Pending* class, must click the **Submit** button

(8)

[Submit]

After clicking the submit button the system will check to see if the student meets the class requirements. If the student does not want to register in a *Pending* Class they first need to change the Action to **Remove** and then click **Submit**.

**Register for Classes**

**Save Successful**

| Find Classes | Enter CRNs | Schedule and Options |
|---|---|---|

**Search Results**
Term: Second Sem

Click here to change the term

Search Again

| Title | | | | | | | ...ing Times | Campu | Status | Attribute | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Business Communi... Lecture | Manag... | 210 | 01 | 3 | 2... | S... | HEINECK, MA... | S M **T** W T F S 08:00 AM - 11:00 A / S M **T** W T F S 11:00 AM - 12:15 F | K... | Seats re... | | Add |
| Business Communi... Lecture | Manag... | 210 | 02 | 3 | 2... | S... | HEINECK, MA... | S M **T** W T F S 08:00 AM - 11:00 A / S M **T** W T F S 12:30 PM - 01:45 F | K... | 🚫 FULL | | Add |
| Business Communi... Lecture | Manag... | 210 | 03 | 3 | 2... | S... | HEINECK, MA... | S M **T** W T F S 08:00 AM - 11:00 A / S M **T** W T F S 02:00 PM - 03:15 F | K... | Seats re... | | Add |

📅 **Schedule** | ≡ **Schedule Details**

**Class Schedule for Second Semester 2018-19**

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 8am | | | ✔ Business Communication | | | | |
| 9am | | | | | | | |
| 10am | | | | | | | |
| 11am | ✔ Business Communication | | ✔ Business Communication | | | | |

Panels ▾

📋 **Summary**

| Title | Details | Hours | CRN | Schedule T | Status | Action | |
|---|---|---|---|---|---|---|---|
| Business Communi... | MGT 210, 01 | 3 | 20524 | Lecture | *Registered* | None ▾ | |

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19

Submit

If the student clicks Submit and registration is successful, a green "Save Successful" message will display in the upper right corner with no error messages, and the status will change to "Registered" in the Summary with a green background color.

In this example error messages, the reason for preventing the student from registering in CRN 22384 – the student already took this course and passed it.

1

IAS 101 CRN 22384: Repeat count exceeds 0

After reading the error messages, click the yellow box in the very upper right corner

Click "Submit" button to remove the course With error

Find Classes | Enter CRNs | Schedule and Options

Enter Your Search Criteria ⓘ

Term: Second Semester 2018-19

Subject: ✕ Islamic and Arabic Studies

Course Number: 101

Keyword:

Search | Clear | ▸ Advanced Search

📅 Schedule | ▤ Schedule Details

Class Schedule for Second Semester 2018-19

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 8am | | | ✔Business Communicatio | | | | ✔Introduction to Electrical Systems and Computations |
| 9am | | ✔Introduction to Electrical Systems and | | ✔Introduction to Electrical Systems and | | | |
| 10am | Practical Grammar | ✔World Civilizations | Practical Grammar | ✔World Civilizations | | | |
| 11am | ✔Business Communication | ✔Business Communication | | | | | |

Panels ▾

📋 Summary

| Title | Details | Hours | CRN | Schedule | Status | Action | ⚙▾ |
|---|---|---|---|---|---|---|---|
| Practical Grammar | IAS 101, 03 | 2 | 22384 | Lecture | Errors Prevent… | Remove ▾ | |
| World Civilizations | GS 318, 01 | 3 | 21432 | Lecture | Registered | None ▾ | |
| Introduction to Elec… | EE 206, 02 | 2 | 21528 | Lecture | Registered | None ▾ | |
| Business Commun… | MGT 210, … | 3 | 20524 | Lecture | Registered | None ▾ | |

Total Hours | Registered: 8 | Billing: 8 | CEU: 0 | Min: 0 | Max: 19

Submit

If the registration is not successful, error messages will display in the upper right corner, also known as the notification center, indicating all reasons the student wasn't able to register in a class, and the status will change to *Errors Preventing Registration* with a red/pink background color in the Summary.

**KFUPM Banner**

Students who wish to drop a class only on the condition that they are able to successfully register in another class should check the box next to *Conditional Add and Drop* (just next to the **Submit** button in the lower right of the class Summary box).

Find Classes | **Enter CRNs** | Schedule and Options

**Enter Course Reference Numbers (CRNs) to Register**

Term: Second Semester 2018-19

CRN [ ]

+ Add Another CRN | Add to Summary

Schedule | Schedule Details

**Class Schedule for Second Semester 2018-19**

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 9am | | Introduction to Electrical Systems and Computations | | Introduction to Electrical Systems and Computations | | | |
| 10am | | World Civilizations | | World Civilizations | | | |
| 11am | | | | | | | |
| 12pm | | | | | | | |

**Summary**

| Title | Details | Hours | CRN | Schedule | Status | Action | |
|---|---|---|---|---|---|---|---|
| Introduction to Elec... | EE 206, 02 | 2 | 21520 | Lecture | Pending | Web Registered | ▼ |
| World Civilizations | GS 318, 01 | 3 | 21432 | Lecture | Registered | WEB DROP | ▼ |

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 19

Panels ▼

☑ Conditional Add and Drop ⓘ | Submit

1. The class in which the student desires to register must be in the Summary box (with a *Pending* status and Action of *Web Registered*).
2. The class the student wants to drop conditionally should have an Action of *Web Drop*.
3. The *Conditional Add and Drop* box must be checked.
4. After all three of the above are in place, click the **Submit** button.

The CDA feature works as intended for courses with LEC sections only irrespective of whether the other section is open or closed.

However, in case of linked courses (i.e. LEC/LAB), the CDA feature works successfully only if the other section is open. On the other hand, if the other section (either LEC or LAB) is closed, then it gives option either to cancel the transaction or drop all courses.
**Important:** In this situation always click Cancel Button. However if you click Drop Button then both your LEC and LAB as well as any co-requisite course(s) will be dropped.

**Very Important : If you leave this page without clicking Submit button your changes Will not be saved.**

"Schedule and Options" tab is used to review your Schedule.

Click on this icon to print your Class Schedule.

Click on this icon to email your Class Schedule

## Register for Classes

| Find Classes | Enter CRNs | **Schedule and Options** |

**Summary**

Term: Second Semester 2018-19

| Title | Details | Hours | CRN | Schedule Type | Grade Mode | Level | Study Path | Date | Status | Message |
|---|---|---|---|---|---|---|---|---|---|---|
| Business Communication | MGT 210, 01 | 3 | 20... | Lecture | Standard Gr... | Undergraduate | None | 14-04-2019 | Registered | Web Regi... |
| Introduction to Electrical ... | EE 206, 02 | 2 | 21... | Lecture | Standard Gr... | Undergraduate | None | 14-04-2019 | Registered | Web Regi... |
| World Civilizations | GS 318, 01 | 3 | 21... | Lecture | Standard Gr... | Undergraduate | None | 14-Web2Registered04-2019 | | Web Regi... |

Records: 3

| Schedule | **Schedule Details** |

**Class Schedule for Second Semester 2018-19**

▸ Business Communication | Management 210 Section 01 | **Class Begin:** 06-01-2019 | **Class End:** 01-05-2019        Registered

06-01-2019 -- 18-04-2019   S M **T** W **T** F S   11:00 AM - 12:15 PM **Type:** Class **Location:** KFUPM Main Campus **Building:** Building #24 **Room:** 129
23-04-2019 -- 23-04-2019   S M **T** W T F S   08:00 AM - 11:00 AM **Type:** Final Examination **Location:** None **Building:** None **Room:** None
**Instructor:** HEINECK, MAXWELL (Primary)
**CRN:** 20524
**Message:** Web Registered | **Hours:** 3 | **Level:** Undergraduate | **Campus:** KFUPM Main Campus | **Schedule Type:** Lecture | **Grade Mode:** Standard Grade Mode | **Waitlist Position:** 0 | **Notification Expires:** None

▸ Introduction to Electrical Systems and Computations | Electrical Engineering 206 Section 02 | **Class Begin:** 06-01-2019 | **Class End:** 01-05-2019        Registered

06-01-2019 -- 18-04-2019   S M T **W** T F S   09:00 AM - 09:50 AM **Type:** Class **Location:** KFUPM Main Campus **Building:** Building #59 **Room:** 1008
27-04-2019 -- 27-04-2019   S M T W T F **S**   08:00 AM - 11:00 AM **Type:** Final Examination **Location:** None **Building:** None **Room:** None

Panels ▾                                                                                                          Submit

"Schedule Details" shows your Detail Schedule.

https://banner9-registration.kfupm.edu.sa/StudentRegistrationSsb/ssb/registrationHistory/registrationHistory

**KFUPM** Banner ⚙ 👤

Student

Sign Out

Student ● Registration ● View Registration Information

## View Registration Information

| Look up a Schedule | Active Registrations |

**Class Schedule**

Click "Sign Out" and close the browser.

**Term:** First Semester 2018-19

| Title | Hours | CRN | Grade Mode | Level | Study Path | Status |
|---|---|---|---|---|---|---|
| ▶ Advanced Drilling Engineerin... | 3 | 17986 | Standard Grade Mode | Pre-Graduate | None | Registered |
| ▶ Engineering Economy | 3 | 16426 | Standard Grade Mode | Pre-Graduate | None | Registered |
| | | | | | | Records: 2 |

▲ ● ▼

| 📅 Schedule | ☰ Schedule Details |

**Class Schedule for First Semester 2018-19**

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| 7pm | ✅ Engineering Economy | ✅ Engineering Economy | ✅ Advanced Engineering | ✅ Engineering Economy | | | |
| 8pm | ✅ Advanced Drilling Engineering I | | ✅ Advanced Drilling Engineering I | | | | |