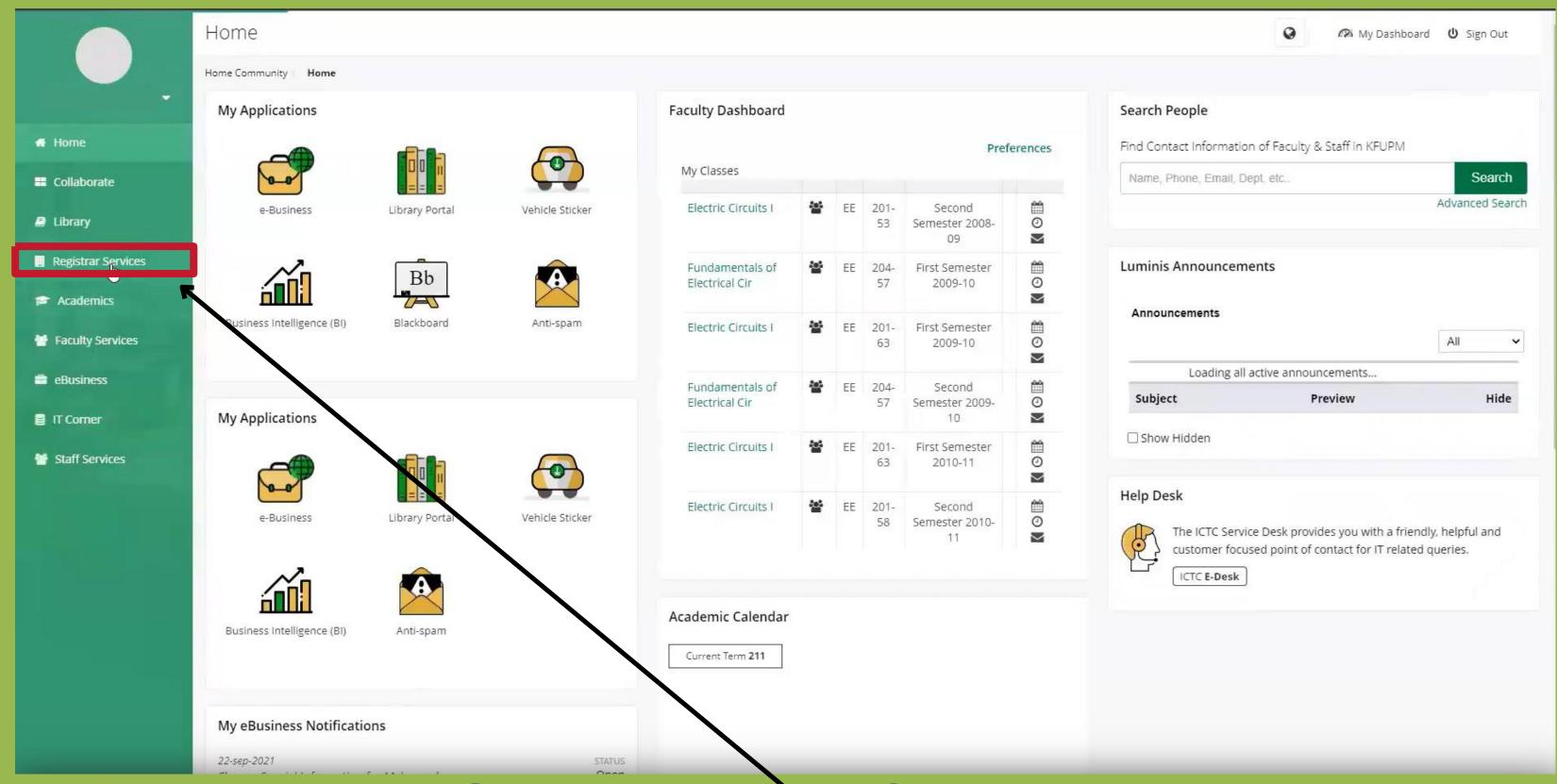
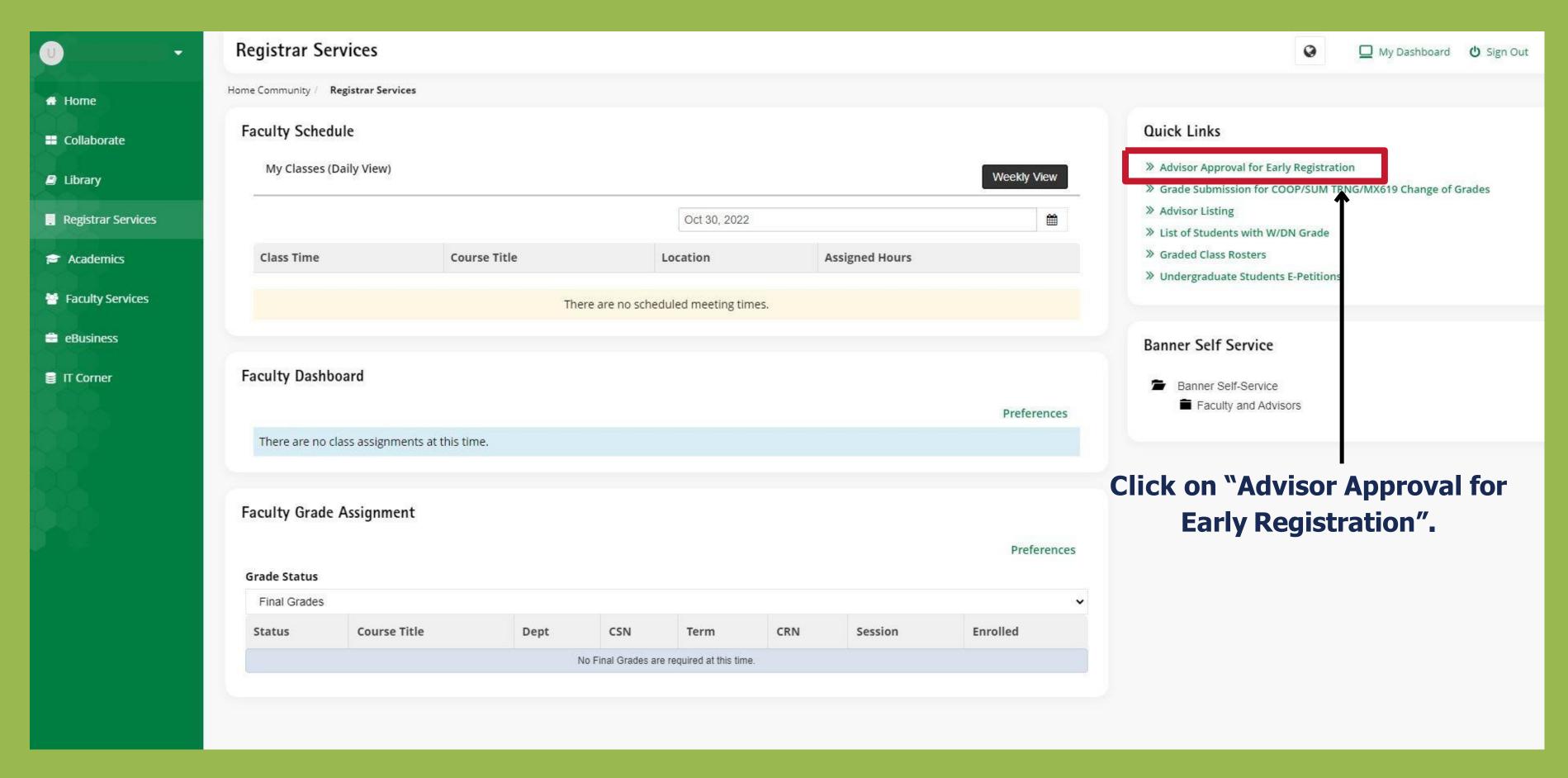


Go to KFUPM portal, enter your username and password and sign in.



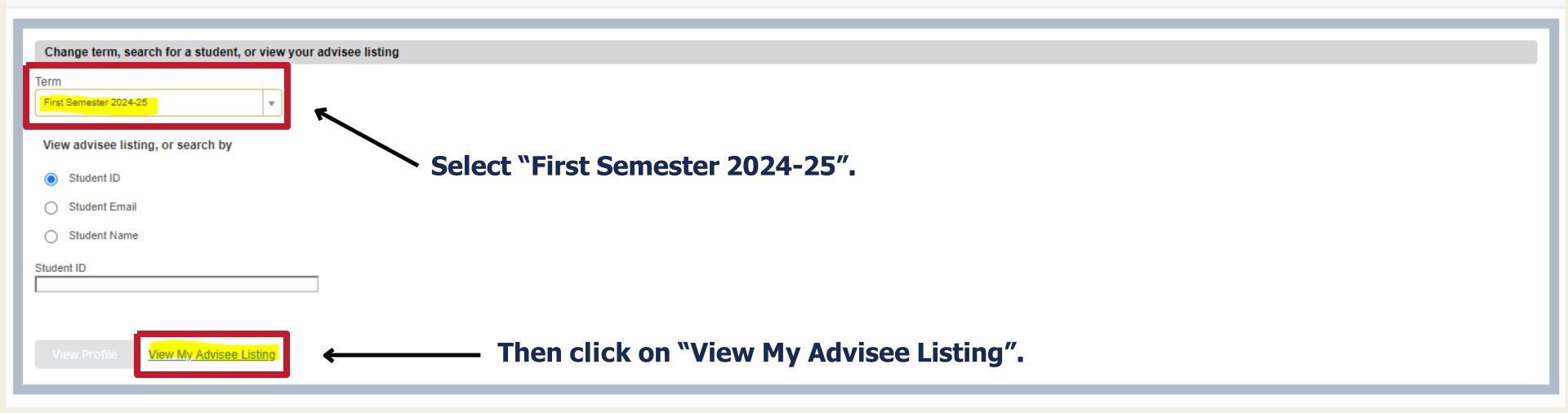
Go to Registrar Services.





Advising • Advisee Search

Advisee Search



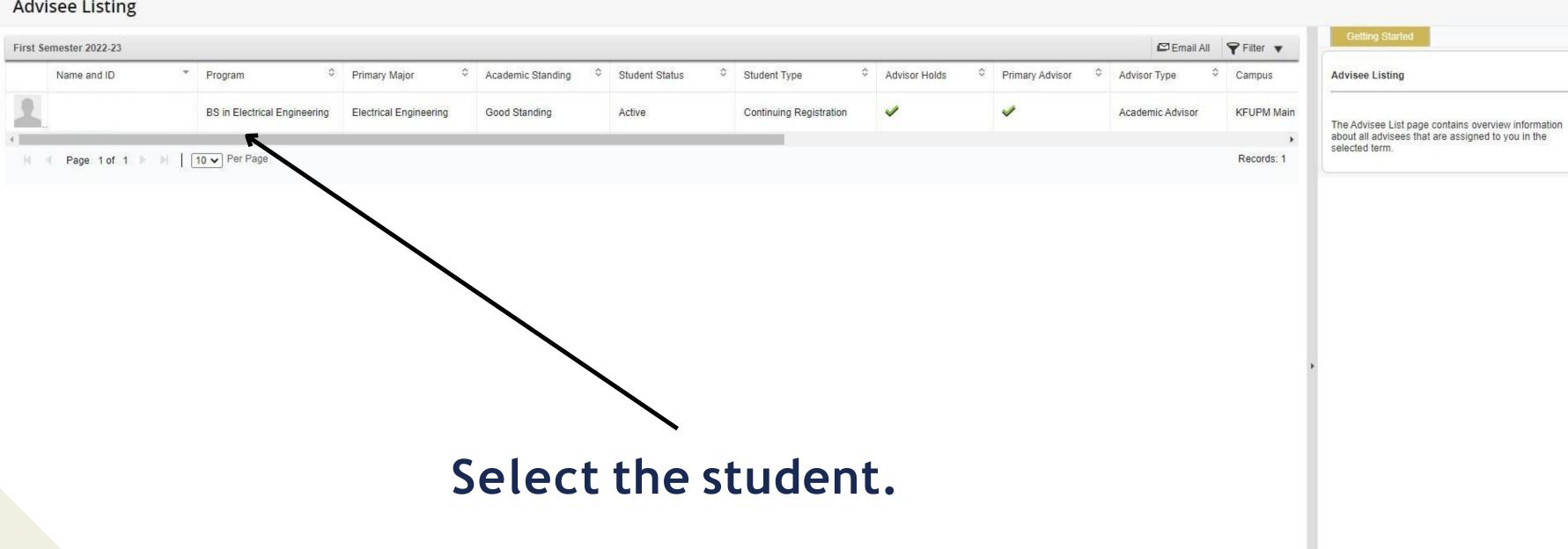


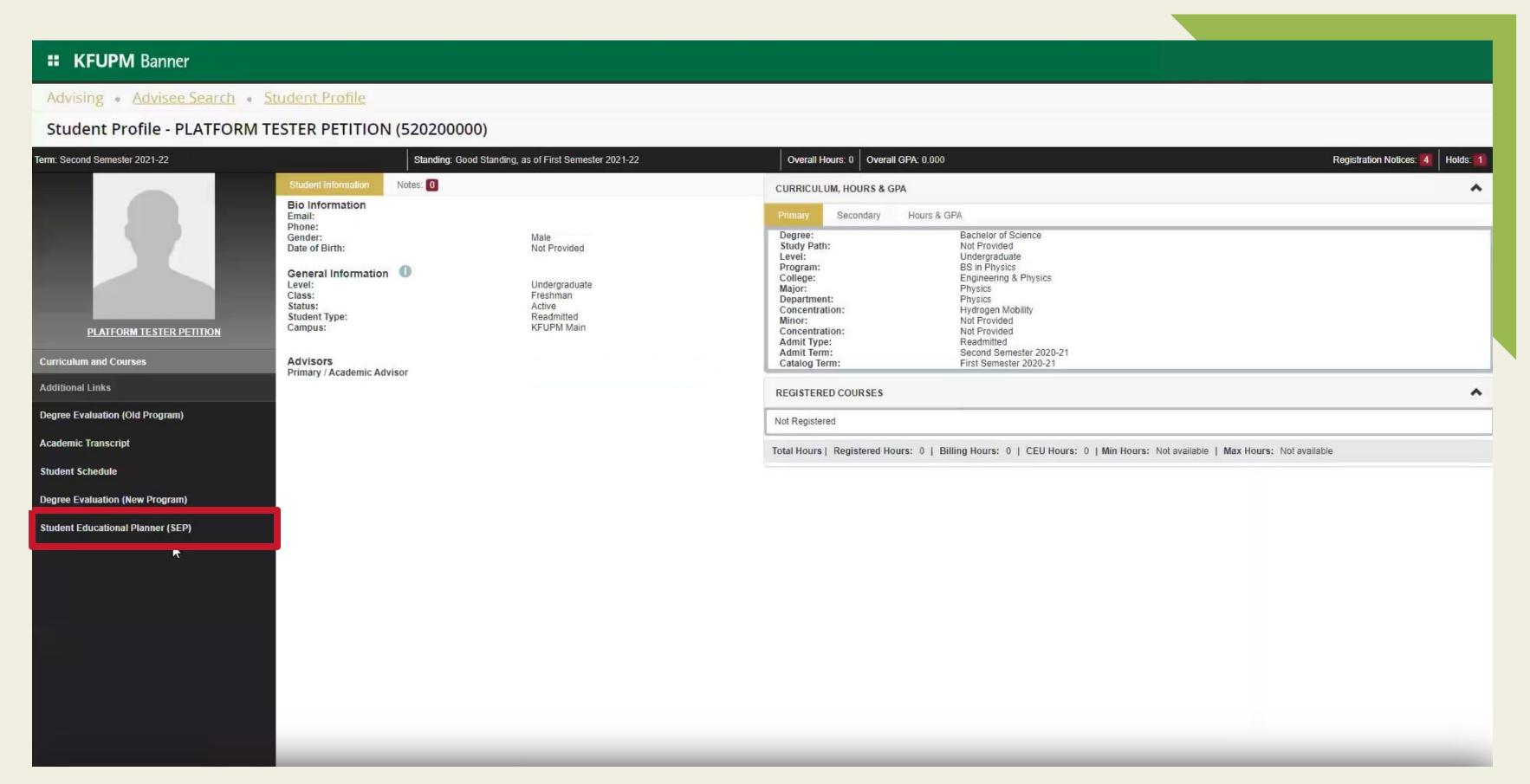




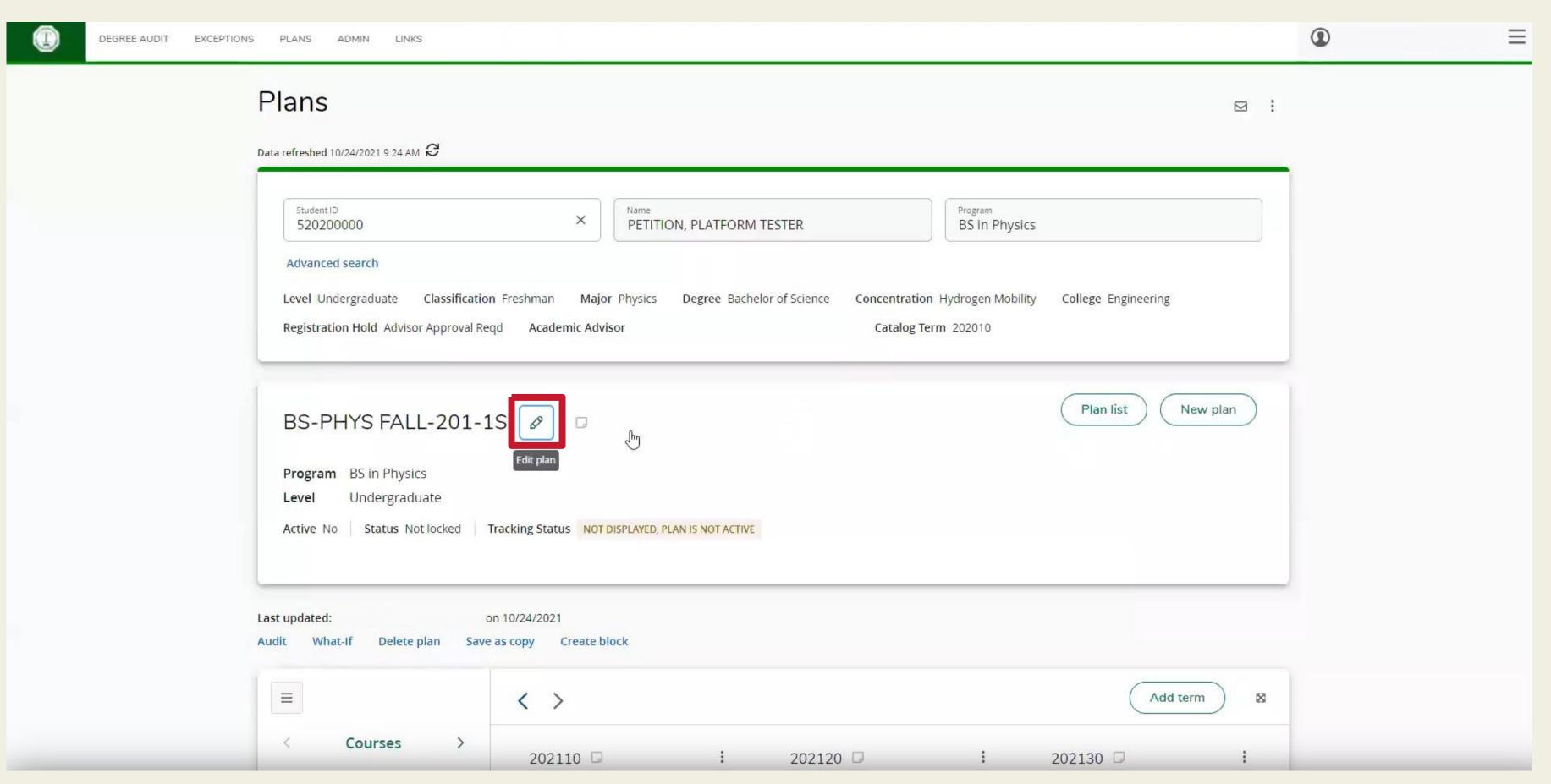
Advising • Advisee Search • Advisee Listing

Advisee Listing

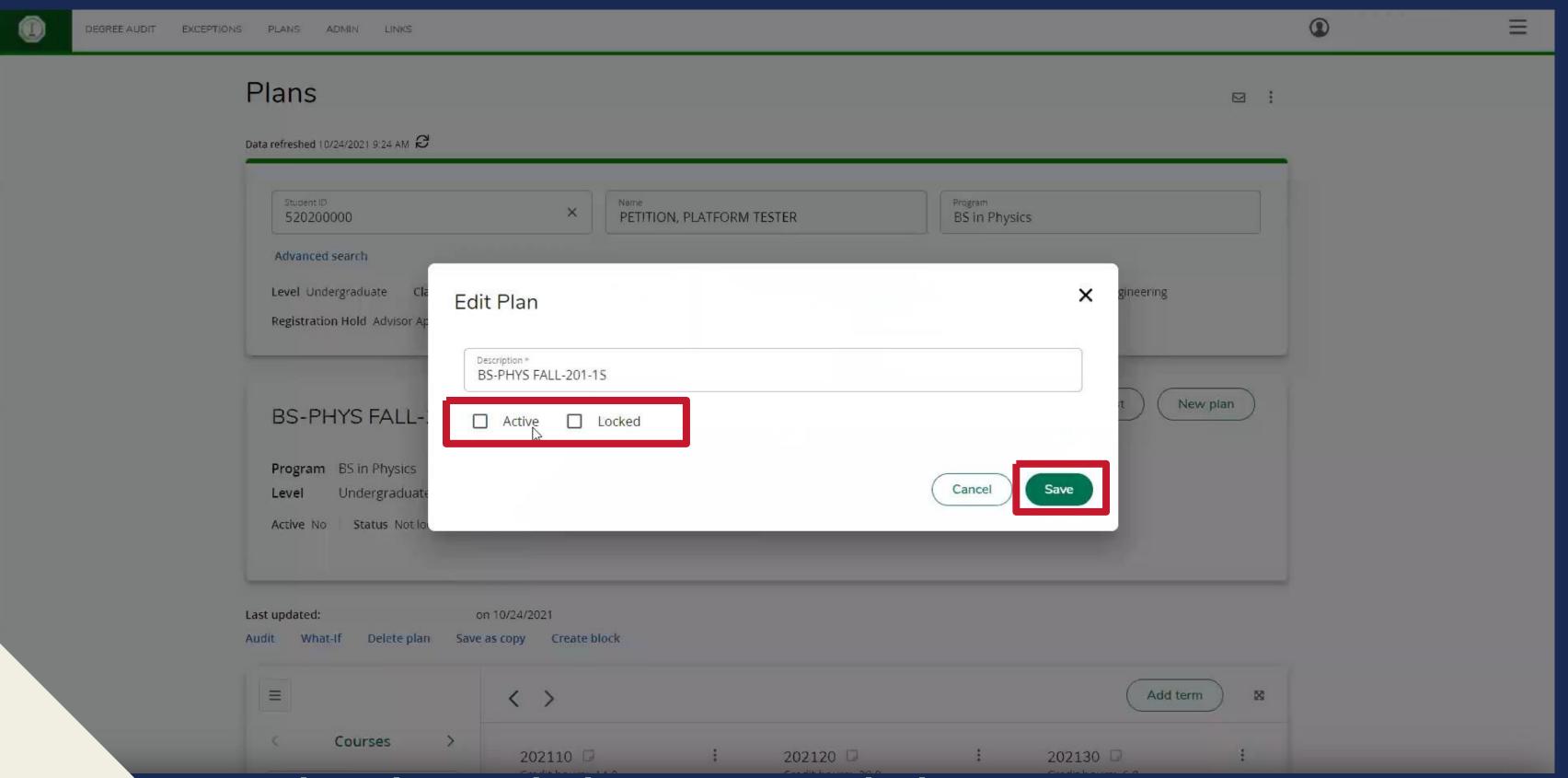




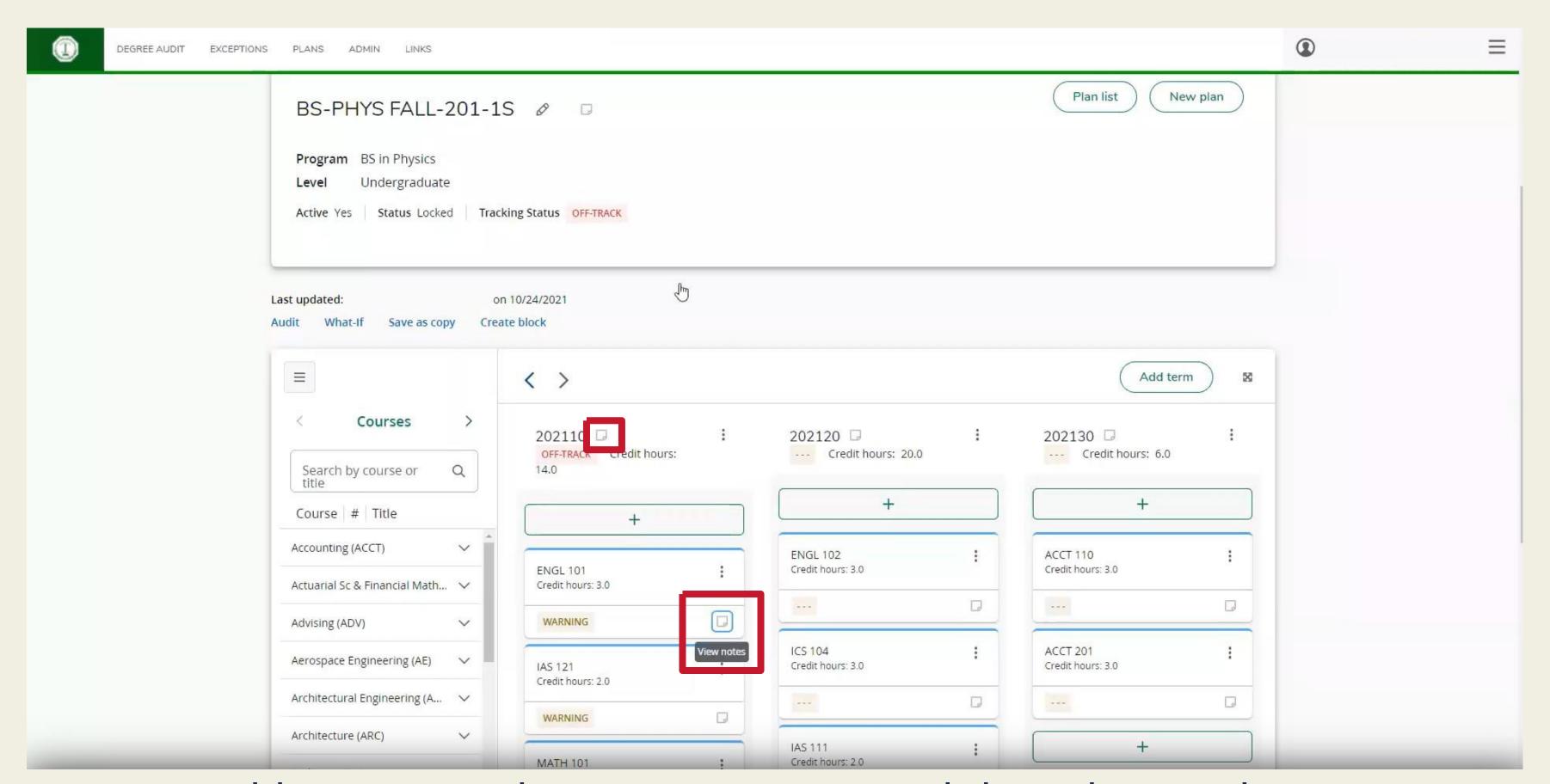
Click on "Student Educational Planner (SEP)".



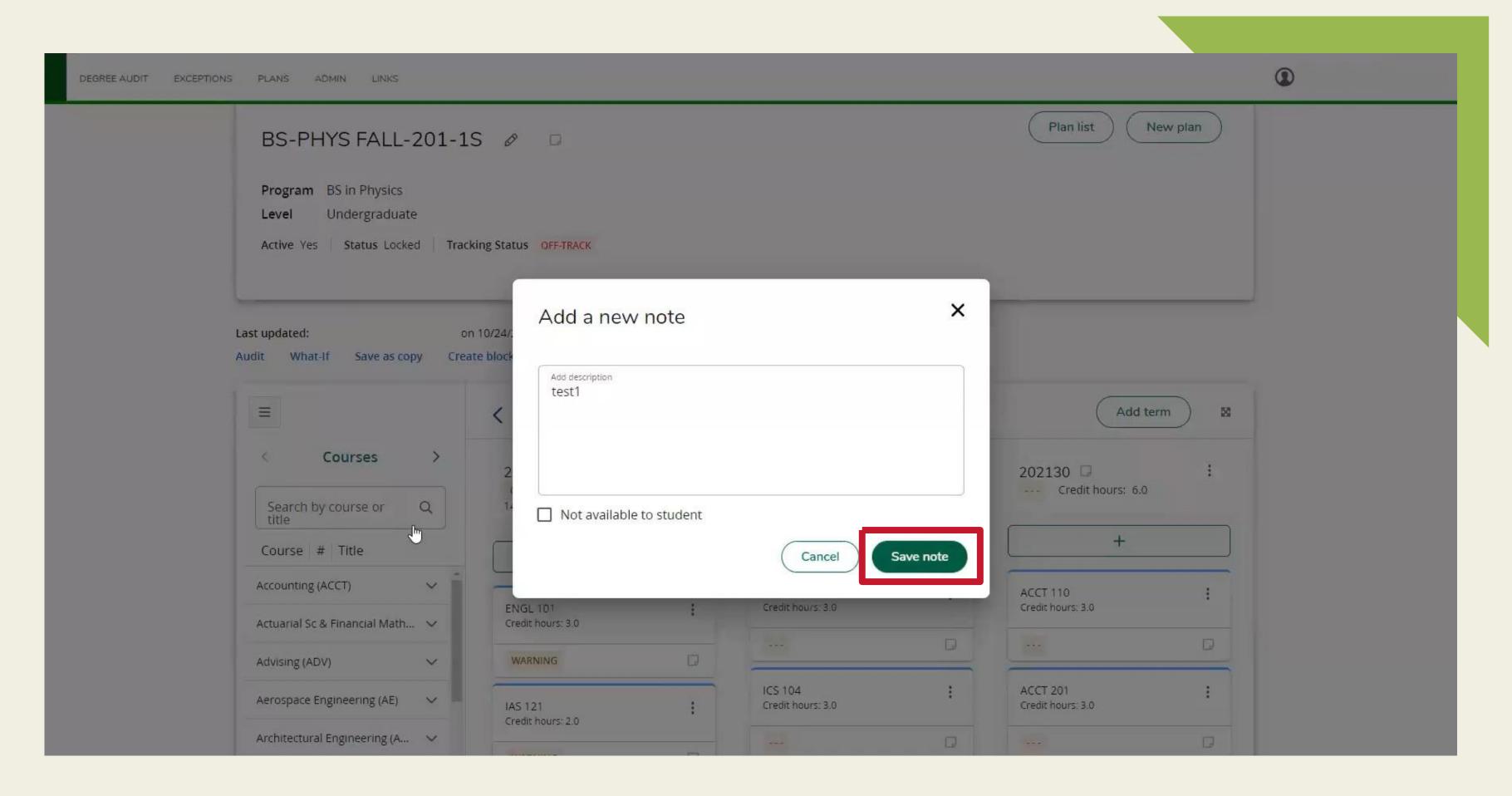
In order to activate and lock the student's plan, click on the edit button.



Check Both boxes, and then press on Save.



To add notes on either courses or terms, click on the note button.



Write the description, and then press on Save note.

Thank You!

For any queries, kindly contact the Office of the University Registrar at <u>registrar@kfupm.edu.sa</u>