

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

Registration Events for Term 242

Undergraduate Students

Class Level (As of term 242)	Day	Date	Timings
Senior only	Thursday	9th Jan 2025	10 AM - 11:15 AM
Junior only	Thursday	9th Jan 2025	11:30 AM - 12:45 PM
Sophomore only	Thursday	9th Jan 2025	1 PM - 2:15 PM
Freshmen & Newly promoted Freshmen Students	Thursday	9th Jan 2025	2:30 PM - 3:45 PM
All Undergraduate Students	Thursday - Tuesday	9th- 14th Jan 2025	From Thursday, 9th Jan (4 PM onwards) until Tuesday, 14th Jan (upto 11:59 PM) (at all times)
*Preparatory Students eligible to register Freshmen courses	Saturday - Tuesday	11th - 14th Jan 2025	From Saturday, 11th Jan (1 PM onwards) until Tuesday, 14th Jan (upto 11:59 PM) (at all times)

*Note: Eligible preparatory students will receive separate email with details later.

Graduate Students

Students' Category	Day	Date	Timings
All Graduate Students	Thursday - Tuesday	9th - 14th Jan 2025	From Thursday, 9th Jan (4 PM onwards) until Tuesday, 14th Jan (upto 11:59 PM) (at all times)

Important Notes:

1. All Preparatory, Undergraduate, and Graduate students (excluding those registered in Coop/Internship or as exchange students for term 242) are required to submit their registration confirmation via the KFUPM portal from [Sunday, 12th Jan 2025 \(starting at 8 AM\) until Tuesday, 14th Jan 2025 \(until 11:59 PM\)](#).

(Step by Step PowerPoint presentation on how to confirm through portal is provided in our website <http://registrar.kfupm.edu.sa>).

2. From [Wednesday, 15th Jan 2025 until Thursday, 23th Jan 2025](#), all college-level students will be able to submit course drop requests through the portal (using the "Submit Course Drop Request" link). Students should later check the portal to verify whether their drop request has been approved and processed.

3. Undergraduate students can view their class level for term 242 via the portal (under the Registrar Services tab, Registration link). (A step-by-step PowerPoint guide on how to check your class level is available on our website at <http://registrar.kfupm.edu.sa>).

4. Preparatory students will be assigned preparatory courses by the Office of the University Registrar and will receive registration instructions via email.