

Sub: Building/Modifying of Academic Plan using Student Educational Planner (SEP) - For Undergraduate students only

Dear Undergraduate Student,

Assalam Alaikum

Kindly be informed that the period for “SEP updates and Approval by Academic Advisor for early registration of term 261 will commence from **Sunday, 25th Jan 2026 onwards until Thursday, 5th Feb 2026.**

Hence, in order to increase your chances of registering a course please **build/modify your Academic Plan for ALL terms until your graduation term using Student Educational Planner.** Kindly contact your Academic Advisors to lock the active plan, in order to early register for term 261.

NOTE:

- **Locking of plan by the advisors will be considered as advisor approval for early registration for terms 253 & 261.**
- Students will NOT get their initial schedule assigned in term 261 nor be able to early register in terms 253 & 261 until they have their plan locked by their advisors.
- Students who have already built their plan in previous term should also contact their advisors to lock their plan, as all the plans locked in previous term by the Advisors have been unlocked for students to make adjustments (if any) in their plan.
- **We will NOT Pre-assign courses for Summer Term** as summer course offerings are highly subjective and are not guaranteed since it is optional to both the university as well as the student. Students are strongly encouraged to plan their course registration based on the course offerings available during regular semesters, i.e. not to delay taking certain courses until the summer term.

Hence, kindly follow the steps given below:

- 1- Build your **academic plan for ALL future terms until graduation term.**

Note: If you have already built your plan for ALL future terms until graduation in the previous term, then you can make modifications (if any) in the existing plan. Also, you can build plan for all future terms if you had not built it earlier.

- 2- Follow the instructions in the following link to prepare your plan:

- [Guidelines-Student Educational Planner for students](#)
- 3- Ensure that you are following your degree plan and avoid registration violations such as planning a course without its pre-requisite, registering more than one out-of-major courses, delaying 100/200 level courses, etc.
 - 4- Ensure that you have met all the prerequisites of a planned course
 - 5- Ensure that you have replaced the place holders if any with actual intended courses.
 - 6- Contact your Advisor to go over the plan and make adjustments, if needed.
 - 7- Finally, once agreed, your Advisor will **lock the plan thru portal so that it can be tracked**. It will increase your chances of registering a course & predict course demand in future terms in addition to evaluating your progress.
 - 8- Once your plan is locked by your Advisor, **you will be considered eligible for early registration for terms 253 & 261.**

Note: Students will NOT get their initial schedule assigned in term 261 nor be able to early register in terms 253 & 261 until they have their plan locked by their advisors. Early registration schedule for terms 253 & 261 will be announced later.

The link to [Student Educational Planner](#) can be accessed thru portal (*Registrar Services* tab).

Important Note:

1. The deadline for locking the plan by the Advisors for undergraduate Students is **Thursday, 5th Feb 2026.**
2. **Registration hold will be placed on students who do not contact their Advisors before the deadline**, and hence the students will not be able to early register in terms 253 & 261 until they have their plan locked and their hold removed by their Advisors.
3. After the deadline, students can still contact their Advisors to lock their plans, but they also need to remove their registration hold thru their Advisor in order to early register in terms 253 & 261.
4. Students expected to graduate in term 252 are not required to lock their plan with their Advisors.

Regards,
Office of the University Registrar