Subject: Early Registration for Terms 262 & 263 – Improved Course Registration System

Dear Student,

Assalam Alaikum

Kindly be informed that, in continuation of the University's improved course registration system, undergraduate & expected freshmen students **can view their initial registration for term 262 through portal**. This initiative is intended to reduce registration-related concerns and provide a positive and enhanced early registration experience.

Please note the following:

1. To assist student's registration in courses, undergraduate students who got their plan locked by their advisor before the SEP deadline, and expected Freshman students in term 262 have been pre-assigned maximum possible courses subject to availability of seats in courses and other factors. This will save students time and effort in registration process.

   Note: In some cases, students have been assigned less than 13 credits due to various reasons such as unavailability of seats in sections, time conflict, courses not offered, student built the plan with less than 13 credits, student built the plan with place holders, student expected to graduate, etc. In addition, students without term 262 in their plan but locked by their Advisor cannot be pre-assigned courses.

2. Students who have completed their SEP and had it locked by their Advisor may register, add, or drop courses included in the SEP directly through the portal during the designated early registration period, even if the course(s) is not pre-assigned.

3. Students who intend to register courses outside the SEP during Term 262 early registration, must submit academic e-petition to register courses (refer *Enhanced Registration Procedure: Academic e-Petition for Registering Courses Outside the SEP During Term 262 Early Registration* for details which has been sent to undergraduate students)

4. Students who intend to register courses in term 263, can register it during the designated early registration period for term 263.
   Note: Since the Summer Session is not mandatory, courses have not been pre-assigned for summer term 263.

5. Students who intend to register Summer training or Coop in term 263, will be able register later during the early registration for Coop/Summer Training/Internship which will be held in fourth week of term 262.

Important Questions and Answers:

1. **Based on what the student has been pre-assigned courses?**
   Courses have been pre-assigned to students in term 262 based on the following criteria and subject to subject to availability of seats in courses.

   - **From Student Educational Planner:** Undergraduate students who built their plan for term 262 through Student Educational Planner (SEP), and then got it locked by their Advisor before the SEP deadline.

     Note: Courses have NOT been pre-assigned to students who did not get their plan locked by their Advisors before the SEP deadline.

   - **From Degree Plans of their respective Major**: The major degree plan for students expected to be promoted to Freshmen by the end of term 261 is used to determine what courses they will be pre-registered in.

2. **Can I change my pre-registered courses in term 262? Or is this schedule final?**
   Students may make changes during the designated early registration period, as follows:

   - **Courses included in SEP:** Students may register, add, or drop courses included in the SEP directly through the portal during the designated early registration period, even if the course(s) is not pre-assigned.

     Note: students should not drop below 13 credits as the minimum load for undergraduate students is 13 credits. Students expected to graduate in term 262 and left with less than 13 credits to graduate are exempted from this rule

   - **Courses outside SEP**: Students must submit academic e-petition to register courses (refer *Enhanced Registration Procedure: Academic e-Petition for Registering Courses Outside the SEP During Term 262 Early Registration* for details which has been sent to undergraduate students).

3. **What if the section I want to register is already closed?**
   1. UG students may file academic e-Petition for the course through their portal account (Registrar Services→Undergraduate ePetition)
   2. Expected preparatory students may visit the course chairman in person to request for a closed section approval.

4. **Why the courses have not been pre-assigned in term 263?**
   As the summer term is optional for students, courses have not been pre-assigned in term 263. However, the students can register courses during the designated early registration period for term 263.

5. **Can I register for Coop/Summer Training/Internship during the early registration period?**

No, you will be able register it later during the early registration for Coop/Summer Training/Internship which will be held in fourth week of term 262.

Kindly visit our website at **http://registrar.kfupm.edu.sa** for early registration information.

Best Regards,
Office of the University Registrar