Sub: Enhanced Registration Procedure: Academic e-Petition for Registering Courses Outside the SEP During Term 262 Early Registration

Dear Undergraduate Student,

Assalam-alaikum

Effective **Term 262 early registration**, undergraduate students who intend to register for a course(s) that they have not planned in their Student Educational Planner (SEP) must submit an **Academic e-Petition** in accordance with the following guidelines:

1. **Up to two courses outside the Student Educational Planner (per semester):**

   Advisor approval is not required. Once the ePetition is submitted, it is the student's responsibility to register the course through portal, subject to section availability and applicable academic rules and regulations.

2. **Third and subsequent courses outside the SEP:**

   Advisor approval is required. Once the e-petition is approved by the advisor, it is the student's responsibility to register the course(s) through portal, subject to section availability and applicable academic rules and regulations.

This procedure is being introduced to encourage adherence to the approved student plan, streamline the SEP process, improve the likelihood of course pre-assignment before early registration in future terms, and support Academic Department to plan based on current course demand and other relevant factors

Important Notes:

- Courses included in a locked/approved plan in SEP may be registered/modified (section changes) directly through the portal during early registration, without an Academic e-Petition, even if they were not pre-assigned, due to various limitations.
- Courses included in the SEP, as well as courses submitted through Academic e-Petition, can be viewed through the ***Registration Status*** link in the portal.
- Since the Summer Term is not mandatory, students early registering for **Term 263** may register courses outside the SEP directly through the portal without submitting an Academic e-Petition.
- Students with an Advisor Approval Hold must complete their academic plan, have it locked, and obtain removal of the hold from their Advisor before registering.
    - In addition, they must file the above-mentioned ePetition to register course(s).
- Readmitted students must complete and lock their academic plan with their Advisor before registering.
    - In addition, they must file the above-mentioned ePetition to register course(s)
- Students with graduation term extensions need to
    - Submit the above-mentioned ePetition for the course(s) they intend to register

- Preparatory students expected to be promoted to Freshmen do not need to submit an Academic Petition to register Freshman courses. Registration remains subject to section availability and academic rules & regulations.

Frequently Asked Questions

1. **What is the purpose of this procedure?**
   It is intended to encourage adherence to the approved student plan to improve graduation rate, streamline the SEP process, support course pre-assignment in future terms, and help departments plan course offerings and sections based on student demand.

2. **Can I include multiple courses in one ePetition?**
   Yes, you may include multiple courses in one ePetition, the first two courses (per semester) will be approved automatically while the rest will need advisor approval.

3. **Do I need a separate Academic e-Petition for every course outside my SEP?**
   No, you may include all courses in separate rows with corresponding justification so that they may be approved in a single request.

4. **Is Advisor approval required for the first two courses outside the SEP?**
   No. Advisor approval is not required for up to two courses per semester.

5. **Is Advisor approval required for the third and subsequent courses outside the SEP?**
   Yes. The e-petition must be approved by your Advisor before you can register the course(s). Multiple courses may be included in a single e-petition.

6. **Where can I view submitted and approved petitions?**
   You can view them through the *Registration Status* link in the portal.

7. **Does submitting an Academic e-Petition guarantee registration?**
   No. Registration remains subject to section availability and all applicable academic rules & regulations.

8. **Can I register a course included in my SEP without submitting an e-petition?**
   Yes. If your SEP is locked by your Advisor, courses included in the SEP may be registered directly through the portal, even if they were not pre-assigned.

9. **Will this procedure apply to Term 263?**
   No. Students may register courses outside the SEP directly through the portal during the term 263 early registration without submitting an Academic e-Petition.

10. **What should I do if I have an Advisor Approval Hold?**
    Complete your academic plan, have it locked, and ask your Advisor to remove the hold before registering. In addition, you must file an ePetition for the course(s) you intend to register.

11. **Do Preparatory students expected to be promoted to Freshmen need an Academic e-Petition?**
    No. They may register Freshman courses directly, subject to section availability and academic rules & regulations.

Regards,
Office of the University Registrar