

**Building/Modifying of Academic Plan for all terms using Student Educational Planner (SEP)**  
**(For Undergraduate Students only)**

Dear Undergraduate Student,

Assalam Alaikum

Kindly be informed that all undergraduate students are required to **build/modify their Academic Plan for ALL terms until graduation using Student Educational Planner**, and then contact their Academic Advisors to lock their plan, in order to early register for terms 223/231.

The deadline for locking the plan by the Advisors for undergraduate Students **has been extended until Thursday, 16<sup>th</sup> March 2023.**

**NOTE:**

- **Locking of plan by the advisors will be considered as advisor approval for early registration for terms 223/231.** Students will not be able to early register in terms 223/231 until they have their plan locked by their advisors.
- **Students who have already built their plan in previous term should also need to 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.**

Hence, kindly follow the steps given below:

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

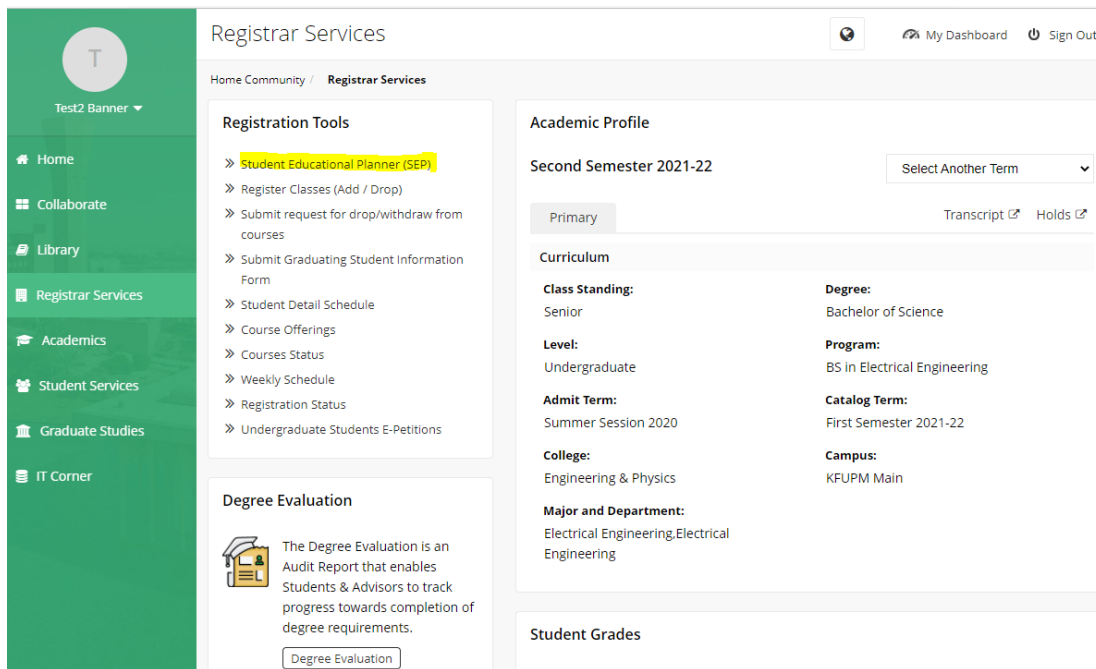
Note: If you have already built your plan for ALL future terms until graduation in the previous term, then you can make modifications (if any) in the existing plan. Also, you can build plan for all future terms if you had not built it earlier.

- 2- Follow the instructions in the following links to prepare your plan:
  - [Guidelines-Student Educational Planner for students](#)

- [Demo on Student Educational Planner for Students](#)

- 3- Ensure that you are following your degree plan and avoid registration violations such as registering out-of-major courses, delaying 100/200 level courses, etc.
- 4- Contact with your Advisor to go over the plan and make adjustments, if needed.
- 5- Finally, once agreed, your Advisor will **lock the plan thru portal so that it can be tracked**. It is used to evaluate the progress of the student & predict course demand in future terms.
- 6- Once your plan is locked by your Advisor, **you will be considered eligible for early registration for terms 223/231**.  
**Note: Students will NOT be able to early register in terms 223/231 until they have their plan locked by their Advisors.** Early registration schedule for terms 223/231 will be announced later.

The link to [Student Educational Planner](#) can be accessed thru portal (**Registrar Services** tab) as shown in the image below:



**Important Note:**

1. **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 223/231 until they have their plan locked and their hold removed by their Advisors.
2. 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 223/231.
3. Students expected to graduate in term 222 are not required to lock their plan with their Advisors.

Regards,  
Office of the University Registrar