

Subject: **Early Registration for Terms 252 & 253 – Improved Course Registration System**

Dear Student,

Assalam Alaikum

Kindly be informed that, in continuation of the improved course registration system which was launched earlier, undergraduate & expected freshmen students can view their initial registration for term 252 through portal. It will reduce registration related anxiety and provide a positive and enhanced early registration experience. The students can still adjust their schedule by adding/dropping/changing sections during the early registration period for term 252.

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 252 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 252 in their plan but locked by their Advisor cannot be pre-assigned courses.

2. Students have the full flexibility to make changes to their pre-registered courses and they can also add/drop courses during the designated early registration period for term 252.
3. Students who intend to register courses in term 253, can register it during the designated early registration period for term 253.

Note: As the Summer Session is not mandatory, courses have not been pre-assigned for summer term 253.

4. Students who intend to register Summer training or Coop in term 253, will be able register later during the early registration for Coop/Summer Training/Internship which will be held in fourth week of term 252.

### **Important Questions and Answers:**

#### **1. Based on what the student has been pre-assigned courses?**

Courses have been pre-assigned to students in term 252 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 252 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. These students can early register courses only after completion of early registration for all levels; i.e. when the early registration is opened to all undergraduate levels, provided their plan is locked and Advisor Approval hold is removed by their Advisors.

- **From Degree Plans of their respective Major:** The major degree plan for students expected to be promoted to Freshmen by the end of terms 21 is used to determine what courses they will be pre-registered in.

#### **2. Can I change my pre-registered courses in term 252? Or is this schedule final?**

Yes, you can adjust your schedule by adding/dropping/changing sections during the early registration period for term 252. However, students should not drop below 13 credits as the minimum load for undergraduate students is 13 credits. Students expected to graduate in term 252 and left with less than 13 credits to graduate are exempted from this rule.

[Click here](#) to view '*Steps for registering courses thru KFUPM portal*'.

#### **3. What if the section I want to register is already closed?**

1. UG students may file academic ePetition 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 253?**  
As the summer term is optional for students, courses have not been pre-assigned in term 253. However, the students can register courses during the designated early registration period for term 253.
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 252.
6. **Why is the University changing the registration system, and pre-assigning courses to students?**  
This registration system solves many of students' course registration concerns and reduces registration stress. This system will maximize students' registered hours while giving them the opportunity to make changes or add courses if needed.

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

Best Regards,  
Office of the University Registrar