

Subject: Improved Course Registration System Launch

Dear Student,

Assalam Alaikum

We are pleased to announce an **improved course registration process** that addresses many of the issues students typically encounter and that will provide a positive and enhanced early registration experience. Please note the below:

1. We will begin the rollout of this new process in phases, beginning only with **Freshmen students (as of term 232) and Expected Freshmen students (expected to be promoted at the end of term 231)**.
2. To ensure students guaranteed registration in courses, Freshman and Expected Freshman Students for the upcoming semester will be pre-assigned courses. This will save students time and effort of registration and will ensure they guaranteed a course load.
3. We will continue to roll out this registration system gradually to remaining students in upcoming semesters.

Important Questions and Answers:

1. **Why is the University changing the registration system, and pre-assigning courses to students?**

This new registration system solves many of students' course registration concerns, such as the previous stressful registration experience, in which all course sections close quickly, leaving students with an underload. This new system will now guarantee students registration in courses while giving them the opportunity to make changes if needed.

2. **Based on what will the student be pre-assigned courses?**

Courses have been assigned to freshmen students based on the following criteria:

- **From Student Educational Planner:** Students who built a plan for term 232 through Student Educational Planner (SEP), and then got locked it by their Advisor before the deadline (i.e. 26th Oct 2023).
- **From Degree Plans of their respective Major:** The major degree plan for students expected to be promoted to Freshmen by the end of term 231 is used to determine what courses you will be pre-registered in.

3. **Can I change my pre-registered courses? Or is this schedule final?**

The pre-assigned courses guarantee you a seat in your required courses. However, this schedule is not final. You can adjust your schedule by

adding/dropping/changing sections during the early registration period for term 232, which is scheduled to start this Friday. However, as usual, students cannot drop below 12 credits as the minimum load for these students has been set to 12 credits. [Click here](#) to view '*Steps for registering courses thru KFUPM portal*'.

4. What shall I do if I have issues with this improved system or if I don't like this change?

We understand that change can be hard for everyone, and our goal is to improve the overall student experience at KFUPM. This improved process is currently being rolled out on a trial basis; therefore, your feedback is important and will be incorporated in current and future alternations. If you encounter issues or have any feedback on this process, please use the proper communication channel by sending an email to improvedregistration@kfupm.edu.sa

We value your cooperation and input to make this a successful and strong start to the new semester!

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

Best Regards,
Office of the University Registrar