

**Deanship of Admissions & Registration**  
**Office of the University Registrar**

**Registration Events for term 251**

**Undergraduate Students**

Class Level (As of term 251)	Day	Date	Registration Timings
Senior only	Wednesday	20th Aug 2025	9 AM - 10:30 AM
Junior only	Wednesday	20th Aug 2025	10:45 AM - 12:15 PM
Sophomore only	Wednesday	20th Aug 2025	12:30 PM - 2 PM
Freshmen & Newly promoted Freshmen Students	Wednesday	20th Aug 2025	2:15 PM - 3:45 PM
All Undergraduate Students	Wednesday - Tuesday	20th- 26th Aug 2025	From Wednesday, 20th Aug (4 PM onwards) until Tuesday, 26th Aug (upto 11:59 PM) (at all times)

**Graduate Students**

Students' Category	Day	Date	Registration Timings
All Graduate Students	Wednesday - Tuesday	20th - 26th Aug 2025	From Wednesday, 20th Aug (4 PM onwards) until Tuesday, 26th Aug (upto 11:59 PM) (at all times)

**Important Notes:**

1. All Preparatory, Undergraduate, and Graduate students (excluding those registered in Coop/Internship or enrolled in exchange program in term 251) are **required to submit their registration confirmation via the KFUPM portal from Sunday, 24th Aug 2025 (starting at 8 AM) until Tuesday, 26th Aug 2025 (until 11:59 PM midnight).**

(Step by Step PowerPoint presentation on how to confirm through portal is provided in our website <http://registrar.kfupm.edu.sa>).

2. From **Wednesday, 27th Aug 2025 until Thursday, 4th Sept 2025**, all college-level students will be able to submit course drop requests through the portal (using the "Submit Course Drop Request" link). Students should later check the portal to verify whether their drop request has been approved and processed.

3. Undergraduate students can view their class level for term 251 via the portal (under the Registrar Services tab, Registration link).

(A step-by-step PowerPoint guide on how to check your class level is available on our website at <http://registrar.kfupm.edu.sa>).

4. Preparatory students will be assigned preparatory courses by the Office of the University Registrar and will receive registration instructions via email. Also, preparatory students eligible to register in freshmen courses will receive separate email later.