

Registration Regulations

Regulation # 1:

- Each student is assigned to an academic advisor to assist her in matters relating to her academic progress.
- If a student registers in a course(s) that is in a higher level than she was advised at the pre-registration period, the courses will be dropped later during the actual registration period.

Regulation # 2:

- In case a student does not pay her first installment (first fee), late registration fee will be charged to the student account (It is the student's responsibility to check her email regarding confirmation status) up to the last day of late registration.

Regulation # 3:

- If a student wants to register after the last day of late registration, she will be charged late registration fee and might not be allowed to register.

Regulation # 4:

- If a student would like to repeat a course(s) in which she has previously obtained "C" or a better grade, the system (Banner) will not allow her to register in that course without filling an override form that is approved by the Department Chair, College Dean, and Office of the Provost then submitted to the Admissions and Registration Office.

Regulation # 5:

- A student can repeat courses in which she has previously obtained "D, "D+"and "F."
- The student cannot register in the course till an override has been approved by the Department Chair, College Dean, and Office of Provost then submitted to the Admissions and Registration Office.

Regulation # 6:

- If an undergraduate student is registered in less than 12 credit hours in a regular semester, the advisor has the right to add courses to the student up to the minimum allowed load (with the approval of the Department Chair, Dean and Provost).
- Students expected to graduate in that particular term and left with less than 12 credit hours to complete graduation requirements are excluded from this rule.

Regulation # 7:

- Adding/dropping courses through the web after the last day of add/ drop is not permitted.

Regulation # 8:

- Dropping courses is not allowed until the clearance form is completed and submitted to The Admissions and Registration Deanship.

Regulation # 9:

- Withdrawing courses is not allowed until the clearance form is completed and submitted to The Admissions and Registration Deanship.

Regulation # 10:

- If student wants to register in a course but has one or more restriction (Class level / Major / College etc.), she will be able to register once an override has been approved by the Department Chair, College Dean, and Office of Provost then submitted to the Admissions and Registration Office.

Regulation # 11:

- If a student wants to register in a courses outside the degree plan (out-of-major courses), she will need prior approval from the advisor and may be dropped if it is not approved after last day for adding courses.

Regulation # 13:

- Undergraduate students who have completed more than 8 regular terms and still have not graduated, will continue in the program as per the Bylaws.