



## Alfaisal University

### Registration Policies & Procedures

#### Introduction

Alfaisal University follows Ministry of Education rules and regulations for course registration and grading.

#### Policy

- Student is responsible for registering for the correct courses on time after receiving an approval from the academic advisor.
- Student will not be allowed to attend classes without being officially registered for them; student cannot receive credit for courses in which he/she is not registered for.
- Student will not register or add individual courses retroactively.
- The University reserves the right to cancel or close a class, change instructor or time and classroom assignments and does not guarantee seats in any class.

#### Procedure

Student can register for a course through Netclassroom, and withdraw from a class through student support portal. If a student faces a problem, he/she can contact the registration office through student support portal.

- **Pre-Registration:**
  - Student is required to pre-register during the pre-registration period; he/she is also required to double check his/her schedule at the beginning of each semester.
  - Student can personally pre-register online for the courses through NetClassroom.
  - Pre-registration period will be announced to the students by email.
- **Add Classes:**
  - Student should register during registration period for each semester.
  - For more information about the credit hours see **Policy and Procedure of Full-time Undergraduate Student Course Load**.
  - A student may add a course as long as it's not full and does not conflict with a class or examination in his/her schedule and if he/she fulfilled its pre-requisite/s.
  - Student should check the academic calendar for add period.
  - Student can personally add classes online through NetClassroom.
- **Drop Classes:**

- A course may be dropped during the first 4 weeks of the semester without affecting the student's academic record.
  - If the course to be dropped is a co requisite, the student either must drop both co requisite courses or complete both courses concurrently.
  - Student can personally drop classes online through NetClassroom
- **Withdraw from a Class or Program:**
    - Student can withdraw from a class or a semester without being considered as having failed in the classes.
    - Withdraw period starts by the end of 4<sup>th</sup> week until the end of 9<sup>th</sup> week.
    - Withdrawn courses will appear in the transcript but will not affect the GPA
    - Withdrawn courses will be counted financially.
    - Student can withdraw from a class by submitting a request via the student support portal (College of Medicine students must get the approval from their college).
- **Changing Section:**
    - Students should choose a section that will not create a time conflict with his/her current schedule.
    - Change of section only allowed during the Add period determined by the Admission and Registration Deanship.
    - Student can change the section through Netclassroom.
- **Course Closings and Cancellations:**

Course sections may close without notice anytime during the registration period. Prepare for closings by selecting alternatives prior to your day and time of registration. The University reserves the right to cancel or close a class, change instructor or time and classroom assignments and does not guarantee seats in any class.
- **Student Responsibility:**

Students are responsible for the accuracy and validity of all transactions through Netclassroom. In addition, students are responsible for selecting courses approved by their advisor and appropriate to their major or program of study. Unauthorized or improper use of Netclassroom, E-form or electronic services is prohibited. All individual transactions can be traced to the user.
- **Academic Calendar:**

Students are responsible for checking the academic calendar for important dates and deadlines, such as the last day to add courses, drop courses with no grade, or withdraw from courses with "W" grades. The academic calendar may be viewed at this link: [http://www.alfaisal.edu/academic\\_calendar](http://www.alfaisal.edu/academic_calendar)
- **Reminder to All Students to Access University Email Accounts:**

In accordance with University policy, all students are expected to access their University e-mail account on a daily basis to stay abreast of important time-sensitive information

- **Responsibilities of Advisees:**

- Students should maintain a personal academic file.
- Students should read the Undergraduate and Graduate Catalogues.
- Students should allow adequate time for advising during registration.
- Students should keep advisors informed of changes in their program.
- Students should keep informed of deadlines within the University Calendar.
- Students who have transfer credits need to make sure they do not take courses at Alfaisal University that duplicate courses for which they already have credit.