General Rules for Registering Courses

Important note

The academic load allowed to be registered for the student is linked to his cumulative average, provided that it is not less than the minimum academic load and not more than the number of hours of the level the student is restricted to, according to the following:

12-14 hours	**< 2**
14-16 hours	**2.74-2**
16-18 hours	3.74-2.75
18-20 hours	**>3.75**

Exceptions may be made and the divisions in violation of the registration regulations may be cancelled.

1- Adding and deleting courses should be restricted by the college's authorized study plan and timetables.

2- The minimum academic load for a student is 12 hours. The maximum is 20 hours.

3- The student registers courses within the limits of the allowed load according to his cumulative average from zero-level courses and higher-level courses with a maximum of two levels after the zero level.

4- The student is required to register the zero-level courses first, then the higher-level courses in ascending order of levels, starting with the failing courses - if any - from these levels.

5- The student is required to study failing courses only if he fails all zero-level courses, or the number of hours he has failed has reached the minimum academic load or more.

6. The student registers his courses by himself during the self-registration period, followed by the manual addition and deletion period specified in the university calendar. It is not allowed to register after these two periods.

7. The student is responsible for reviewing his schedule and making sure that there are no conflicts or violations of the registration rules (Article 34 of the Student Rights and Duties Regulation).

Mechanism of Self-Registration

Self-registration is an electronic service available through a student's university account for a period of time prior to the start of each semester, as specified in the university calendar, during which the student can register his choices of courses for the semester with the appropriate number of people.

when submitting an application

1- Accessing the academic website and requesting the addition of courses before beginning self-registration to ensure that the relevant sections are registered.
2- Request that all of the courses to be studied and recommended by the academic advisor be added.
3- Make sure to click the install icon to permanently add the courses.

After submitted an application

1- Make a copy of your timetable.
2- Communicating with the academic advisor, including providing him with a copy of the timetable and consulting with him on it.
3- Make sure that each course's activities are included in the timetable.
4- Ensure that no course is added that contradicts the rules for course addition and deletion, as well as communication with the college in the case that a registered course is added despite the rules and duties being exceeded.

Before submitting an application

1- Reviewing and adhering to the general rules for adding and deleting items before submitting the application (link).View the prepared video to learn how to add self-paced courses to a student's academic page (link).
2- Examining the specialization's study plan and learning about the first-priority courses in the addition (link).
3- Keeping track of the data for the courses to be added and ensuring that each course's activities are completed (theoretical, practical, exercises).
4- Examining the academic calendar to determine the dates of the divisions of the courses to be added and to ensure that the dates of the divisions do not conflict.
5- Communicate with your academic advisor and provide him recommendations for new courses for the upcoming semester.

Important info

1- The of consulting an academic importance advisor when choosing courses that will help the student's progress and distinguish
2- The self-registration option allows students to create their own study timetables and register for available classes.
3- While it is recommended to complete all course registrations within the usual self-registration time, if a student is unable to do so, the university provides a second option by allowing the student to submit his application to the college during the regular manual registration period.

The Mechanism of Adding and Dropping Courses from the College

The procedure of electronically submitting requests for adding and deleting courses via the Requests and Inquiries icon on the student's academic page.

Before submitting an application

1- Reviewing the general rules for adding and deleting and observing them when submitting the application (link). Watch the video prepared to explain how to add self-paced courses through the student's academic page (link).

2- Reviewing the study plan for the specialization and knowing the first priority courses to be added. (link).

3- Recording the data of the courses to be added and making sure of the activities of each course (theoretical, practical, exercises).

4- Reviewing the academic schedule to know the dates of the divisions of the courses to be added and to make sure that there is no conflict between the dates of the divisions

5- Communicate with the academic advisor and advise him on the courses to be added in the new semester.

When handle an application

1- Correctly writing the course's name, number, and code to be added or removed.

2- Not to request the addition of courses that, if added, would increase the academic load over the upper limit, keeping in mind that the study load is linked to the cumulative average (link):

The student who has only four or less unregistered hours remaining from the full plan (graduate student) is excluded by adding four hours to his workload so that he can graduate at the conclusion of the semester if he succeeds in all of the registered courses.

3- Make sure to write the application carefully, precisely, and without errors, so that the registrar can complete it the first time, knowing that applications submitted for the first time are given priority in dealing with them.

After submitting the application

1- Deferring the request for the second addition and deletion until at least two working days have passed since the first request was submitted, as raising repeated requests increases the number of requests, which slows down the processing of requests.

2- Follow up the application on the academic system's website (link)Continuous access to the academic calendar and registered courses, keeping in mind that receiving an application does not guarantee that it will be implemented.

3- Ensure that no course is added that violates the addition and deletion regulations, as well as communication with the college in the case that a registered course is added despite the controls being violated.

4-Communicating with the academic advisor, including giving him with a copy of the timetable and consulting with him on it.

5- Communicate with the scientific department by sending an official e-mail to the department if you have any questions or suggestions.