



Prince Sultan University
College for Women

Registration Regulations and Procedures
A Quick Guide

Registration Regulations and Procedures- A Quick Guide

This guide contains the basic regulations and procedures to be followed with regard to the registration process. It will be periodically reviewed and updated with the most current instructions regarding registration regulations and procedures.

The regulations and procedures described below apply equally to all phases of the registration process, including Early Registration, Formal Registration, and all courses added or dropped.

1. Registration Phases:

▪ Early Registration:

- a. Early registration is required of all students enrolling in that semester to plan for the courses to be offered, sections to be opened, schedules of classes, and other requirements of the following semester.
- b. **A student must confirm her registration during the formal registration period at the beginning of each semester.**
- c. Early registration for the courses taken in the second semester starts at the mid-point of the first semester; early registration for the courses in the summer and the first semester of the coming year starts at the mid-point of the second semester.
- d. A student must **fill out the required form**.

▪ Formal Registration:

- a. Formal registration is mandatory for all enrolled students at the beginning of each academic or summer session, as specified in the academic calendar.
- b. A student must personally confirm her registration. The registration will be cancelled if it is confirmed by someone other than the student herself.
- c. A student must **fill out the "Registration Form"**.

▪ Late Registration:

- a. Any student who initiates course registration after the close of the Formal Registration period will be assessed late registration. A student can register until the last day of late registration during the period specified in the academic calendar, upon payment of a fine.
- b. A student who fails to register during the registration period is not allowed to register for that semester. However, she is required to **fill out an "Application for Postponement of a Semester"** to avoid dismissal from the University.

2. Preparatory Year Program (PYP) Registration:

- a. All newly-admitted students are required to complete the preparatory year program before starting their undergraduate study.
- b. Preparatory year students must finish all preparatory year curricula.
- c. A student may be exempt from the PYP if she achieves excellent grades in English, mathematics, and computer science in the promotion exam, and if she has excellent grades in her submitted credentials, according to the rules pertaining to promotion exams.
- d. If a student passes only the requirements of English or mathematics, she will be eligible to study some of the university's general courses, provided she simultaneously fulfills the remaining preparatory year requirements during a single semester; otherwise she will be obliged to dedicate her time exclusively to the preparatory year.
- e. If a student would like to register for any of the university's general requirement courses, she may do so, as long as the total number of registered course hours does not exceed 10 hours. If, however, the student has a GPA of (3.00) or more, she may register for 13 hours of general requirement courses that are not linked to any specific major.
- f. A student who has not passed the first level of the preparatory year program may register for courses from the second level, with the exception of the courses that are a series of linked levels. In addition, the total number of registered hours must not exceed 14.
- g. If the student has not finished the preparatory year Health and Physical Education(HPE) course, she can register for university courses so long as the total number of registered course hours does not exceed 14 hours, including Physical Education
- h. A student is not allowed to register for any university courses before she finishes the first level of the preparatory year program.

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- i. A student on academic probation is not allowed to register for any university courses.
- j. Grades required for completion of the PYP courses:
 - a. ENG 001/002 — C grade or above
 - b. MATH 001/002 — C/D (or D/C) grade or above
 - c. All other 001/002 courses — D/D grade or above

3. Registration Regulations and Procedures:

▪ Adding Courses:

- a. A student may add courses, if necessary, during the announced designated period only. (During the first week of the semester and the first three days for the summer session).
- b. The course load must remain at the allowable limit, when adding courses.
- c. A student must **fill out the "Add & Drop Courses" form**.
- d. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

▪ Dropping Courses:

- a. A student may drop courses, if necessary, during the announced designated period only. (During the first two weeks of the semester and the first week for the summer session).
- b. The course load must remain at the allowable limit, when dropping courses.
- c. If the course to be dropped is a co requisite, the student either must drop both co requisite courses or complete both courses concurrently.
- e. Courses dropped within the designated period will not appear on the student's transcript.
- f. A student must **fill out the "Add & Drop Courses" form**.
- g. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

▪ Changing Sections:

- a. A student may change sections, if necessary and upon the approval of the Admission and Registration Office, during the announced designated period only. (During the first two weeks of the semester and the first week for the summer session).
- b. A student must fill out the "**Section Change Form**".
- c. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

▪ Pre-requisite /Co – requisite Requirements:

- a. A student should ensure that she has completed the prerequisite or co-requisite requirements for newly registered courses.
- b. A student's registration is cancelled for any course(s) whose prerequisite or co- requisite course(s) has not yet been taken or which the student failed or from which she withdrew in the previous semesters.

▪ Repeating Courses:

- a. If a student fails a required course, she must repeat that course.
- b. A student wishes to improve her academic standing; she may repeat any course in which her final grade was a D.
- c. The most recent grade will be the student's final grade in that course, regardless of which grade is higher.
- d. If a student repeats a course in which she previously earned a D, and she subsequently receives an F, her grade for the course is an F, and she must repeat that course (if it is required in her degree plan).
- e. All grades will be included in her academic record.

▪ Transferring from One Major to Another:

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- a. A student may transfer from one major to another, provided she has fulfilled the prerequisite requirements for entry to the specific major.
 - b. A student must submit an "**Application for Transfer of a Major**", during the announced designated period only.
 - c. A change of major should be requested before the student completes her sixth semester.
 - d. A student is allowed a maximum of two transfers from one major to another.
 - e. The academic record of a student transferring from one major to another will include all the courses the student has taken, including grades and the semester and cumulative GPA obtained throughout her period of study at the college.
- **Co-OP Registration:**
- a. Early Registration is mandatory for all students on Co-Op training.
 - b. A student is allowed to register in the cooperative program if she meets the following conditions:
 - has completed more than 90 credit hours in the degree program in which he/she is registered.
 - has completed all the courses required by the department.
 - has earned a major GPA of 2.00 or above.
 - has not been suspended from the University.

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▪ **Registration Schedule:**

Procedures	Semester	
	Fall / Spring	Summer
Early Registration	mid-point of the second /first semester	mid-point of the second semester
Transferring Major	mid-point of the second /first semester	-
Formal Registration	A week before classes begin	A week before classes begin
Late Registration	During 1 st Week	During the first three days
Adding Courses	During 1 st Week	During the first three days
Dropping Courses	During 1 st and 2 nd Week	During 1 st Week
Changing Sections	During 1 st and 2 nd Week	During 1 st Week

A student must adhere to the exact dates and deadlines for any of the above procedures, as specified in the academic calendar for that particular semester.

▪ **General Rules:**

- a. A student should pay the tuition fees to be able to proceed with the registration process of that semester.
- b. A student is not allowed to register in more than one section of an offered course.
- c. A student who passes all courses is registered in the appropriate academic level, progressing from the lower level, according to the relevant degree study plans.
- d. A student who has failed one or more courses is registered with the minimum allowable course load in each semester, taking the following points into consideration:
 - b. She should have no conflict in her schedule.
 - c. She should complete prerequisite requirements for the new courses.
 - d. She is not allowed to register for any courses from the next academic level unless it is required to complete the minimum course load.
- e. Registration priority is given a student who is in her designated academic level. For example, if a first-semester freshmen student is interested in registering for a second-semester freshman course (having completed the pre-requisites for this course), the student must come during the second week of registration to add this course, after confirming the availability of seats in that course.
- h. A student is responsible for her own registration and schedule. She must refer any conflict or error to the Admission and Registration Office.
- i. A student who is not listed in the class rosters should contact the Admission and Registration Office immediately and fill out the "***Missed Name from Class Attendance List Form***".
- j. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

4. Course Load:

A course load is the number of credit hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined according to the student's academic status.

▪ **Academic Standing Report:**

- a. **Good Academic Standing:** To be in good standing, a minimum cumulative and semester GPA of 2.00 out of 4.00 is required.
- b. **Academic Warning:** A student is given an academic warning status if her cumulative or semester GPA is less than 2.00 out of 4.00.
- c. **Academic Probation:** A student is given an academic probation status if her cumulative or semester GPA is less than 1.00 out of 4.00.
- d. A student is suspended from the University for at least one semester if any of the following two cases applies:

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- She was on an academic warning or probation in a semester and achieved a semester GPA less than 1.50 (out of 4.00) in the following semester.
- She receives three consecutive academic warnings.

▪ **The minimum and maximum course load limit for students in good standing:**

- a. The minimum course load in a semester is 12 credit hours.
- b. The maximum course load in a semester is 19 credit hours.
- c. A student must register for a total of at least 28 credits in any two consecutive semesters, unless it is her last semester.
- d. A student may register for 21 credit hours, however, with the approval of the department chairperson, if her cumulative GPA in the semester in which she earned her last 28 credits is not less than 3.50.
- e. The minimum course load in a summer session is 1 credit hour and the maximum is 8 credit hours.

▪ **The minimum and maximum course load for students on academic warning or probation:**

- a. A student is given an academic warning or probation status if her cumulative or semester GPA is less than 2.00.
- b. The minimum course load in a semester is 12 credit hours.
- c. The maximum course load in a semester is 13 credit hours.
- d. The minimum course load in a summer session is 1 credit hour and the maximum is 6 credit hours.

▪ **The minimum and maximum course load for students in their last semester:**

- a. The minimum course load is 1 credit hour.
- b. The maximum course load is 20 credit hours in a regular semester and 9 in a summer semester, provided the student's cumulative GPA in the semesters comprising the last 28 credits is not less than 2.00.

5. Attendance and DN System:

It is **the student's full responsibility to follow up** her absences and warnings for each course with the course instructor, in accordance with the *University Warning and DN System* and as explained in the table below. The numbers in the body of this table refer to absences. Absences are counted whether excused or unexcused. **No warnings will be announced or issued for any student.**

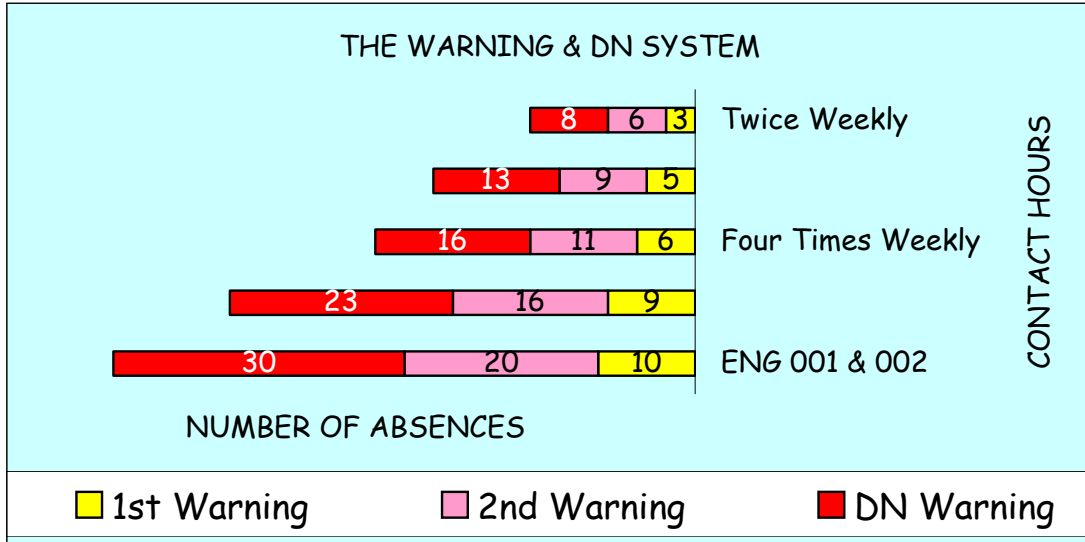
A student submits her excuses to the Student Affairs Office for verification to set for a make up quizzes and majors **ONLY** and after the course instructor's approval.

"No excuse will be acceptable to change the student's number of absences or DN status unless it is approved by the College Council"

CONTACT HOURS	FIRST WARNING	SECOND WARNING	DN RECOMMENDATION
Twice weekly	3 or more	6 or more	8 or more
Three times weekly	5 or more	9 or more	13 or more
Four times weekly	6 or more	11 or more	16 or more
Six times weekly	9 or more	16 or more	23 or more
Prep ENG	10 or more	20 or more	30 or more

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For ENG: Absences from the classes of both teachers are combined—a student is given the first warning when he/she has four (4) absences from writing, two (2) from listening, and four (4) from reading, for a total of ten (10) absences.



6. Postponement of a Study:

- a. A student may postpone study. The postponement duration cannot be more than two consecutive regular semesters or three non consecutive regular semesters as maximum during her study at the University.
- b. A student wishing to postpone her study for a semester must submit to the Admission and Registration Office before the beginning of the semester an ***“Application for Postponement of a Semester”*** to avoid dismissal from the University.

7. Withdrawal:

- a. A student may request withdrawal from a course(s) as per the following schedule:

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Semester	Withdrawal Deadlines		
	"W" in one or more courses	"W" in all courses	"WP/WF" in all courses
Fall / Spring	7th Week	10th Week	14th Week
Summer	4th Week	6th Week	8th Week

- b. A student must adhere to the exact dates and deadlines for withdrawal from courses, as specified in the academic calendar for that particular semester.
- c. A student must fill out **the required form**.
- d. A student who withdraws from all courses after the 10th week and before the 14th week, must fill out an "**Application for Withdrawal During the Stipulated Period**". She will have her grade determined as follows:
 - WP grade "Withdrawn with Pass" if her performance in the respective courses was satisfactory.
 - WF grade "Withdrawn with Fail" if her performance in the respective courses was not satisfactory.
- e. A student must check with the Admission and Registration Office if her request has been approved. Failure to follow up may result in the cancellation of your request.

8. Graduation:

- a. A student must follow the degree plan for her major and complete all the requirements before graduation.
- b. A student must have earned a cumulative and major GPA of 2.00 or above to graduate.
- c. To issue a Graduation Certificate a student must:
 - Fill out the "**Request for Issuing Graduation Certificate**" and submit it to the Admission and Registration Office.
 - Pay a fee of one hundred riyals.
 - Submit a "**Graduation Clearance Form**".
- d. If a student's GPA is lower than the required limit for graduation, the student may request her cumulative GPA be recalculated by submitting the "**Petition for GPA Recalculation Form**" to the Admission and Registration Office, provided she successfully has completed all the courses required for the degree. This is based on the department council's recommendation and the approval of the College Council.
- e. The new GPA should not exceed 2.00 after recalculation.

9. Important Notes:

- a. A student is responsible for understanding and following the university's academic regulations, including graduation requirements.
- b. A student must seek the assistance of her academic advisor or department chairperson in any academic matter.
- c. A student is responsible for following any announcements or information on academic matters by continuously checking her email, the electronic student information directory, plasmas, department notice boards, and the PSU-CW website. (www.psu.edu.sa/pscw/)

For more information on study by-laws and regulations, read the following:

- **By-Laws of Undergraduate Study and Examinations**
- **Summary of Academic Regulations: Student Guide**