

Registration Policy

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| Policy # | AA-102 | Revision # | 02 |
| Accessibility level | A | Effective date | 20 Jan 2021 |

1. Purpose

This policy sets the rules and regulations governing the registration of courses including repeating and auditing courses and registration of substitute course, all within the limits of number of credits a student can register for in regular and summer semesters.

2. Definitions

- 2.1. **Study Plan:** A set of compulsory, optional, and free courses, the sum of which constitutes the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 2.2. **Course:** A study subject within the approved study plan in each major (program) and each course has a number, code, name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. A course may have a requirement of prerequisites and/or concurrent courses and may be a prerequisite and/or co-requisite for other courses in the program.
- 2.3. **Semester Course Load:** The total number of credits that a student is allowed to register for in a semester considering the minimum and maximum academic load established by the University Council.

3. Policy

3.1. Academic Advisors

- 3.1.1. Each student is assigned an academic advisor who assists him/her in registration and selection of courses. The advisor is also involved in counseling on academic difficulties or problems encountered, and in monitoring the academic progress of advisees.
- 3.1.2. The academic advisor is a faculty member in the academic division in which the student is enrolled; the advisor of the Foundation year program students is the Director of the Foundation Year Program or anyone he/she authorizes to act on his/her behalf.

3.2. Registration

3.2.1. General Provisions

- A) A student may not register any course without satisfying the course prerequisite/co-requisite requirements specified in his/her program study plan. Registration of a course without the co-requisite or without having taken the pre-requisite requires the approval of the Department Head and the College Dean taking into consideration the student's academic status. Such approval is granted for special circumstances only.

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- B) A student may not study any course outside of his/her study plan. The Dean of the College may waive this requirement according to academic needs and constraints.
- C) Course registration can be performed online or manually using the *Registration Form*. However, a student on probation can only register manually with the approval of the student's academic advisor.
- D) Tuition fees at FBSU are computed on a semester basis rather than credit-basis. This means that regardless of the number of credits for which a student is registered per semester, he/ she pays the same amount of tuition, as long as he/she is taking the minimum number of credits permitted by the University.

3.2.2. Early Registration

Students are encouraged to make early registration. The early registration period is usually in the last third of the semester preceding the registration semester.

3.2.3. Late Registration

- A) Students who, for a valid reason, are unable to complete formal registration during the designated periods may petition for late registration, which must take place within the drop/add period specified in the academic calendar (www.fbsu.edu.sa).
- B) A late registration fee of 1,000 SAR will be assessed to students who register after the expiration of the add/drop period.

3.3. Minimum and Maximum Academic Load

Registration of courses is subject to student semester course load limits as follows:

3.3.1. Regular (Fall or Spring) Semester

- A) Course load lower limit is 12 credit hours and upper limit is 19 credit hours.
- B) Registering more than 19 credit hours requires the approval of the College Dean and is restricted to students with a cumulative GPA of 4 or higher or students who are expected to graduate by the end of the semester.
- C) A student whose cumulative GPA is 4 or higher may register 21 credit hours as a maximum.
- D) Students who are expected to graduate by the end of the semester are allowed to register 22 credit hours as a maximum for that semester.
- E) Registering less than 12 credit hours is restricted to students who are expected to graduate by the end of the semester.
- F) The maximum course load for students on probation is 13 credit hours. However, the course load for FYP students on probation is 14 credit hours.

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3.3.2. Summer Semester

The maximum course load in a summer semester is 12 credit hours. However, for special circumstances including the completion of graduation requirements and subject to the approval of the college dean, students can register up to 15 credit hours.

3.4. Course Audit

A student is allowed to audit a course upon the approval of the course instructor and the academic advisor. The student must fill out the “*Course Audit Application Form*”. The form requires the signatures of the course instructor and the academic advisor, and must be submitted to the Registrar’s Office during the drop/add period. A course taken for credit may be changed to an Audit course by submitting the “*Course Audit Application Form*” by the last day for withdrawal specified in the academic calendar (www.fbsu.edu.sa). The audited course does not count toward the fulfillment of the graduation requirements.

3.5. Course Substitution

A student qualifies for graduation when he/she has fulfilled all the requirements for the degree program in which he/she enrolled when admitted to the University. If he/she is unable to complete the requirements of any program as one or more courses are no longer offered (due to changes in curricula) or are not offered over the student’s expected graduation semester, he/she can substitute a maximum of three courses with other equivalent ones, in terms of level, content, and credit hours. The Admission and Registration Department shall be officially informed of the substitution after the student has obtained the approval of the respective Department Chair and College Dean.

4. Related Documents

- 4.1. Registration Procedure (AA-102-P1)
- 4.2. Registration Form (AA-102-F1)
- 4.3. Substitute Course Application Form (AA-102-F2)
- 4.4. Overload Registration Application Form (AA-102-F3)
- 4.5. Course Audit Application Form (AA-102-F4)