

Procedure #	GS-120-P1	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

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## Postgraduate Registration Procedure

### 1. Definitions

- 1.1. **Study Plan:** A set of compulsory, optional, and free courses, which constitute from the sum of its units the graduation requirements that the student must successfully pass in order to obtain the academic degree in the specified major.
- 1.2. **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, and a special file kept by the department for the purpose of follow-up, evaluation and development, and it may be for some courses A requirement or prerequisites or concurrent with it.
- 1.3. **Academic load:** The total number of study units that a student is allowed to register for in a semester, and the maximum and minimum academic load are determined according to the university's executive rules.

### 2. Procedure

- 2.1. The students consult with his/her Department Chair or the Department Graduate Coordinator for the courses to register and fill out a Registration Form that must bear the Department Chair signature.
- 2.2. The student shall pay his/her tuition fees at the cashier or via bank deposit or transfer prior to submitting the registration Form to the Registration Department. The University allows scheduling of due fees for payment schedule bearing the signature and the approval of the Director of Finance and the Chancellor.
- 2.3. Registration of a course without the co-requisite or without having taken the pre-requisite is not permissible without the approval of the Department Chair and the College Dean. Such permission is granted for special circumstances only.
- 2.4. The student submits the properly approved Registration Form to the registration officer at the Admission and Registration Department.
- 2.5. The registration officer registers the courses on the system and submits the course schedule to the student.
- 2.6. Students without Academic Warnings can register remotely online via the SIS registration system after payment or scheduling of tuition fees. The system restricts registration to courses with satisfied co-requisites and pre-requisites requirements provided that the academic load limits are observed.

### 3. Related Documents

- 3.1. Registration Form (AA-102-F1)
- 3.2. Substitute Course Form (AA-102-F2)
- 3.3. Course Audit Form (AA-102-F4)