User Guide for Registration

Document Identification

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1.0	20 April 2020	Up-to-date document

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1   OVERVIEW

This document will guide you on using KAUST Portal for registration.

2   REGISTRATION

2.1 Screen functionality/terminology:

- Module: `Module Name` Course – Seminar – Research.

- Event Package: `Event Package or Events` Course section (i.e. BioE 394B) or Research code for a faculty (i.e. AMCS 397A – David Keys).

- Event Instructor: `Events Instructor` Faculty member of Course or Research.

- Attempted Credits: `Attempted Credits    0,00 Credit Hour` Displays the number of Attempted Credit hours.

- Registered No.: `Registered No.  0` Displays the number of modules booked and listed under My Courses.

- Registration Cart No.: `Reg. Cart No.  2` Displays the number of modules selected and added to Registration Cart.

2.2 Introduction to course registration landing page:

My Courses: show the list of Registered and Cancelled courses.

Registration Cart: show the list of courses added to your cart.

Search: enables you to look for Modules you would like to add to your cart.

2.3 Module booking:

- Login into the Portal - https://portal.kaust.edu.sa with your User ID & Password...

- Once the Login is successful, click on **Self Services**.

- Click on **Course Registration**.
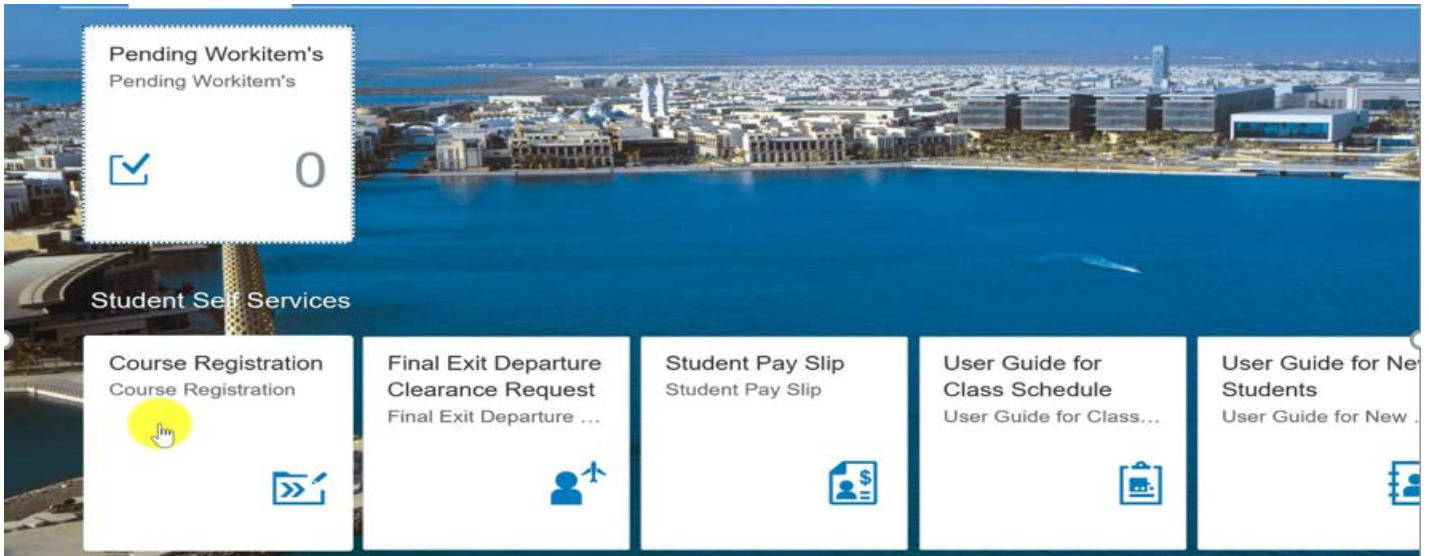
- Select **Program of Study** and **Academic Period,** for which you want to register and click **Continue**.

- Click on **Search** tab and a screen appears as below.

- Type the **Module** abbreviation and click on Go button. The search results will appear as below.

- Select the **Module** and click **Add to Registration Cart.**

- Go to **Registration Cart** and select the Module.

- Click on **Register Selected** from **Register** dropdown list.

- And click **Send for Approval**.

- Once your **Academic Advisor** approves the Module, it will show under **My Courses**.

2.4 Module booking notes:

a) Ensure to select the proper **Module Name** and **Event Instructor**, while adding contemporary topic courses that have multiple topics and/or faculty members (i.e. B 394A, B or C).

b) If you wish to **change the default research credits**, ensure to edit the number in a **multiple of 3 then press ENTER** on the keyboard **before** clicking on **Send for Approval**.

In all cases, only the default research credits will be displayed on the Registration Cart after submitting the request.

c) Ensure to select the right **Event Instructor** for your Research by moving scroll bar left and/or down, if needed (depends on your screen settings).

d) If you are adding **courses**, ensure to send them for **approval** before registering for **Research credits**. Once the courses are added, you can select the **Research** and click **Register selected**.

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2.5 Possible error message:

- **Pre-req/Co-req** is not fulfilled.

  If a pre-requisite or co-requisite course is not fulfilled, and the instructor has verified that you have the sufficient knowledge and background to be enrolled, please forward the instructor's email approval to RegistrarHelpDesk@kaust.edu.sa and Cc the instructor and Academic Advisor for the proper form.
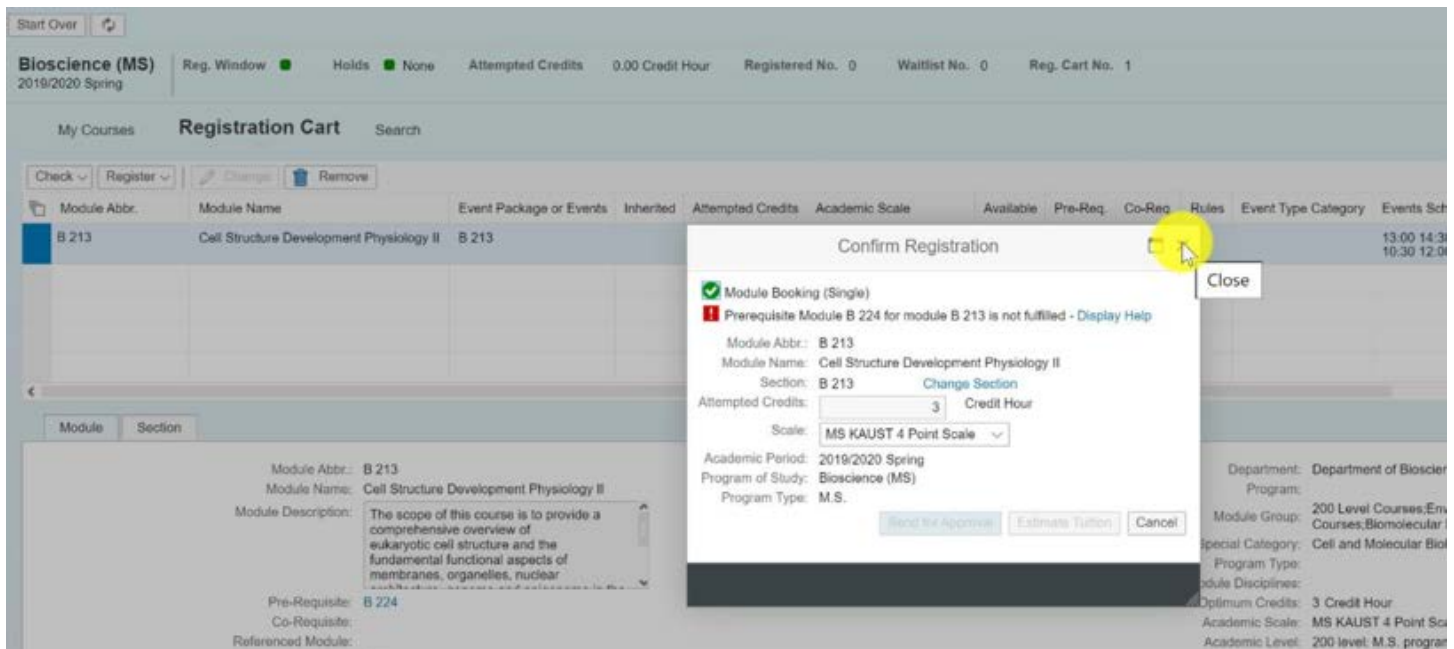
- **Time window error** appears when student tries to add Module after the last day to add. This is usually by the second of the second week of semesters and the third day of summer sessions.
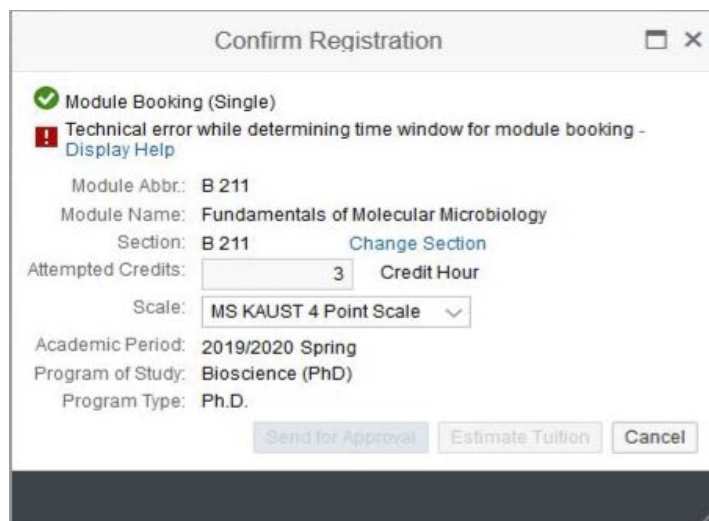
- **Capped Courses** that are set with a specific number of attendees, must be approved by the instructor and processed via Add form available by emailing RegistrarHelpDesk@kaust.edu.sa.

- **Master Thesie Research** is allowed for students who have successfully applied and obtained approval for **Thesie Specialization**. If you encounter this error, please submit a request to RegistrarHelpDesk@kaust.edu.sa for the thesis application.

2.6 Cancel booking:

Modules can be cancelled/dropped before the deadline to drop without W grade. Only Modules listed under My Courses tab can be cancelled. Modules pending approval that are no longer required, should be rejected by the Academic Advisor.

- To **Cancel** a Module, select the Module under My Courses – Registered, and click on Cancel Booking button.

- Click Confirm Cancellation on the pop-up screen appears as below.

- To view cancelled courses, check **Cancelled** tab under **My Courses**.
  It does not require further approval and the module will appear under the Cancelled tab immediately.

3   GENERAL NOTES

- MS Thesis and MS/PhD with thesis specialization, should book 297 – Master's Thesis Research.

- PhD and MS/PhD already graduated with MS should book 397 – Doctoral Dissertation Research or 399 – Doctoral Directed Research as per Academic Advisor's recommendation.

- Non-thesis MS/PhD and MS students should book 299 – Master's Directed Research or as recommended by the Academic Advisor.

- The Search field is space sensitive.   Search: mse 398

- To add a course as an audit student on blackboard, please forward the instructor's email approval to Blackboard@kaust.edu.sa and Cc the instructor and your GPC.

- Contemporary topic courses (294 and 394) are offered on temporarily basis with no guarantee of becoming a permanent course.

- ESL Courses are added by the Registrar's Office based on the recommendation received from English Language Program Manager.

- Internship applications are managed by Graduate Development and Services. To apply for internship, please email Professional Development at Professional.Development@kaust.edu.sa. Approved applications will be enrolled by the Registrar's Office as Internship 295 for MS and 395 for PhD.

Should you have any questions, please do not hesitate to email RegistrarHelpDesk@kaust.edu.sa

The Registrar's office team wish you well in your studies at KAUST.

Office of the Registrar