



User Guide for Registration

Document Identification

Document name	User Guide for Registration
Audience	KAUST Students
Author	Shahin Khan & Majed Alghamdi
Reviewer	Registrar's Office

Version Control

Version	Date	Remarks
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.

Start Over

Bioscience (PhD) 2019/2020 Spring
Reg. Window
Holds None
Attempted Credits 0,00 Credit Hour
Registered No. 0
Waitlist No. 0
Reg. Cart No. 2

My Courses
Registration Cart
Search

Registered
Waitlist
Special Approval
Cancelled

Cancel Booking
Swap Section
Time Table
Ac. Work Overview
Course Registration Manual

	Module Abbr.	Module Name	Event Package or Events	Registration Status	Cond.	Attempted Credits	Academic Scale	Events Schedule	Start date	End Date

2.2 Introduction to course registration landing page:

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

Materials Science & Engineering (PhD)
2018/2019 Fall

Reg. Window Holds None Attempted Credits 15.00 Credit Hour Registered No. 3 Waitlist No. 0

My Courses

Registration Cart Search

Registered Waitlist Special Approval Cancelled

Cancel Booking Swap Section Time Table Ac. Work Overview Course Registration Manual

Module Abbr.	Module Name	Event Package or Events	Registration Status	Cond.	Attempted Credits	Academic Scale	Events Schedule	Start date
MSE 398	Graduate Seminar	MSE 398	Booked		0	MS KAUST 4 Point Scale	12:00 13:00 TH	30.08.2018
MSE 397	Dissertation Research	MSE 397E	Booked		12	MS KAUST 4 Point Scale		26.08.2018
MSE 320	Solar Cell Materials and Devices	MSE 320	Booked		3	MS KAUST 4 Point Scale	13:00 14:30 MO 10:30 12:00 WE	27.08.2018

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

Bioscience (PhD) 2018/2019 Fall		Reg. Window ■	Holds ■ None	Attempted Credits	0,00 Credit Hour	Registered No. 1	Waitlist No. 0
My Courses Registration Cart Search							
Check ▾ Register ▾ Change Remove							
Module Abbr.	Module Name	Event Package or Events	Inherited	Attempted Credits	Academic Scale	Available	Pre-Re
AMCS 231	Applied Partial Differential Equations I	AMCS 231		3	MS KAUST 4 Point Scale	■	
B 206	Synthetic Biology and Biotechnology	B 206		3	MS KAUST 4 Point Scale	■	
AMCS 397	Dissertation Research	AMCS 397A		12	MS KAUST 4 Point Scale	■	

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

Materials Science & Engineering (PhD)
2018/2019 Fall

Reg. Window ■

Holds ■ None

Attempted Credits

15.00 Credit Hour

Registered No. 3

Waitlist No. 0

My Courses

Registration Cart

Search

Search:

☒ With Section

Go

Advanced

Search result

Add to Registration Cart

One-Click Registration

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req.	Pre-Req.	Rule	Optimum Credits	Events Schedule	Events Instructor
MSE 398	Graduate Seminar	MSE 398	■	70				0.00000	12:00 13:00 TH	Russel Grady

2.3 Module booking:

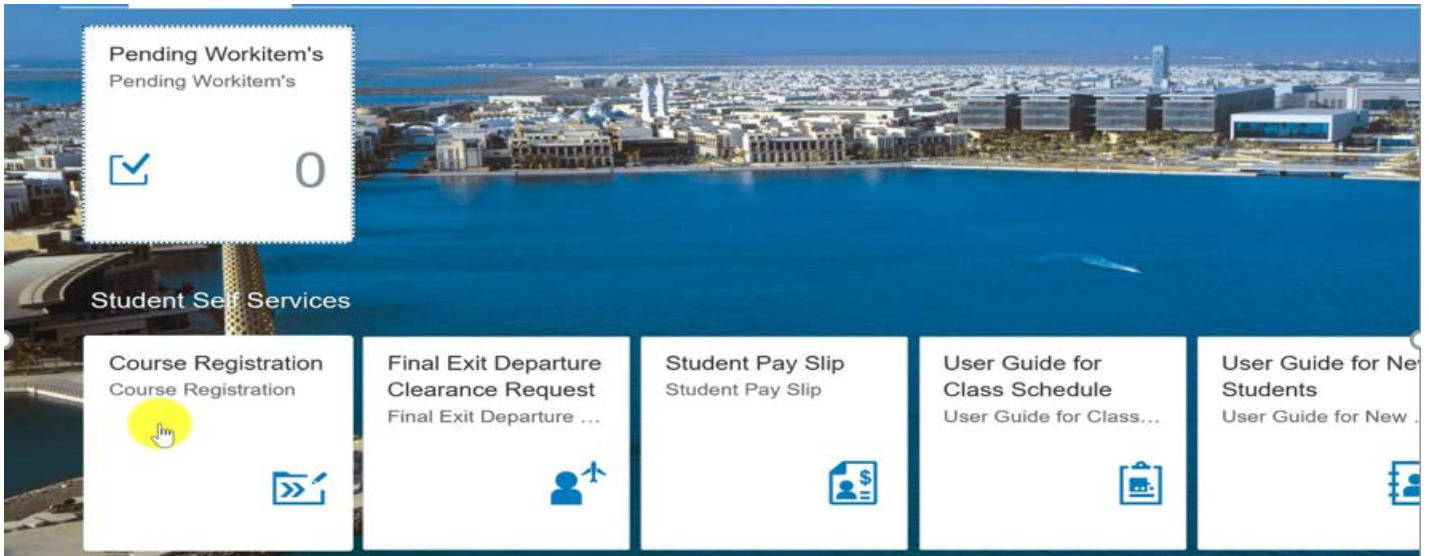
- Login into the Portal - <https://portal.kaust.edu.sa> with your User ID & Password...

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Spring Break Eid Al Fitr National Day

- 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.

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req.	Pre-Req.	Academic Scale	Rule	Optimum Credits

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

Electrical Engineering (PhD) 2018/2019 Fall | Reg. Window ☒ Holds ☒ None Attempted Credits 12.00 Credit Hour Registered No. 1 Waitlist No. 0 Reg. Cart No. 0

My Courses Registration Cart **Search**

Search: ☒ With Section

Search result

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req.	Pre-Req.	Rule	Optimum C
STAT 220	Probability and Statistics	STAT 220	<input checked="" type="checkbox"/>	28				

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

Module(s) successfully added to Registration Cart

Electrical Engineering (PhD) 2018/2019 Fall | Reg. Window ☒ Holds ☒ None Attempted Credits 0.00 Credit Hour Registered No. 0 Waitlist No. 0 Reg. Cart No. 2

My Courses Registration Cart **Search**

Search: ☒ With Section

Search result

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req.	Pre-Req.	Rule	Optimum Credits
STAT 220	Probability and Statistics	STAT 220	<input checked="" type="checkbox"/>	42				3.00000

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

Electrical Engineering (PhD) 2018/2019 Fall | Reg. Window ☒ Holds ☒ None Attempted Credits 0.00 Credit Hour Registered No. 0 Waitlist No. 0 Reg. Cart No. 2

My Courses **Registration Cart** Search

Module Abbr.	Module Name	Event Package or Events	Inherited	Attempted Credits	Academic Scale	Available	Pre-Req.	Co-Req.	Rules	Event Type Category	Events Schedule
EE 242	Digital Communication and Coding	EE 242		3	MS KAUST 4 Point Scale	<input checked="" type="checkbox"/>				Lecture	09:00 10:30 MO 09:00 10:30 TH
STAT 220	Probability and Statistics	STAT 220		3	MS KAUST 4 Point Scale	<input checked="" type="checkbox"/>				Lecture	13:00 14:30 SU 13:00 14:30 WE

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

The screenshot shows the 'Registration Cart' for 'Electrical Engineering (PhD)' in the '2018/2019 Fall' semester. The 'Register' button is highlighted in the dropdown menu. The cart contains two items: 'EE 242 Digital Communication and Coding' and 'STAT 220 Probability and Statistics'. The 'STAT 220' item is selected, and its details are shown in the table below.

Module	Section	Event Package or Events	Inherited	Attempted Credits	Academic Scale	Available	Pre-Req	Co-Req	Rules	Event Type Category	Events Schedule
EE 242		Digital Communication and Coding		3	MS KAUST 4 Point Scale	Available				Lecture	09:00 10:30 MO 09:00 10:30 TH
STAT 220		Probability and Statistics		3	MS KAUST 4 Point Scale	Available				Lecture	13:00 14:30 SU 13:00 14:30 WE

- And click **Send for Approval**.

The screenshot shows the 'Registration Cart' with the 'STAT 220' item selected. A 'Confirm Registration' dialog box is open, showing the details of the selected item. The 'Send for Approval' button is highlighted in the dialog box.

Confirm Registration

Module Abbr.: STAT 220
 Module Name: Probability and Statistics
 Section: STAT 220
 Attempted Credits: 3
 Scale: MS KAUST 4 Point Scale
 Academic Period: 2018/2019 Fall
 Program of Study: Electrical Engineering (PhD)
 Program Type: Ph.D.

Send for Approval Estimate Tuition Cancel

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

The screenshot shows the 'My Courses' interface with the 'Registered' tab selected. The 'STAT 220' item is listed in the table below.

Module Abbr.	Module Name	Event Package or Events	Registration Status	Cond.	Attempted Credits	Academic Scale	Events Schedule	Start date	End Date	Event Location	Even
EE 242	Digital Communication and Coding	EE 242	Booked		3	MS KAUST 4 Point Scale	09:00 10:30 MO 09:00 10:30 TH	27.06.2018	10.12.2018	KAUST at Thuwal, Jeddah	Russ
STAT 220	Probability and Statistics	STAT 220	Booked		3	MS KAUST 4 Point Scale	13:00 14:30 SU 13:00 14:30 WE	26.08.2018	09.12.2018	KAUST at Thuwal, Jeddah	John

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).

Start Over

Appl. Math. & Computational Sc. (PhD) 2018/2019 Fall | Reg. Window Holds None Attempted Credits 6.00 Credit Hour Registered No. 1 Waitlist No. 0 Reg. Cart No. 0

My Courses Registration Cart **Search**

Search: B 394B ☒ With Section [Advanced](#)

Search result

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req	Pre-Req	Rule	Optimum Credits	Events Schedule	Events Instructor	Event Location
B 394B	Contemporary Topics in Bioscience	B 394B		1				3.00000	17:30 19:00 SU 17:30 19:00 TH	David Knight	KAUST at Thuwal, Jeddah
B 394B	Contemporary Topics in Bioscience	B 394B		1				3.00000	09:00 10:30 TH 09:00 10:30 TU	Maria Miller	KAUST at Thuwal, Jeddah

Module Section

Start Over

Appl. Math. & Computational Sc. (PhD) 2018/2019 Fall | Reg. Window Holds None Attempted Credits 6.00 Credit Hour Registered No. 1 Waitlist No. 0 Reg. Cart No. 1

My Courses Registration Cart **Search**

Search: AMCS 394 ☒ With Section [Advanced](#)

Search result

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req	Pre-Req	Rule	Optimum Credits	Events Schedule	Events Instructor	Event Location
AMCS 394A	Contemporary Topics in Analysis	AMCS 394A		42				3.00000	09:00 10:30 MO 09:00 10:30 TH	John Jensen	KAUST at Thuwal, Jeddah
AMCS 394B	Contemporary Topics in PDE	AMCS 394B		42				3.00000	13:00 14:30 MO 13:00 14:30 TH	Stephen Wayne	KAUST at Thuwal, Jeddah
AMCS 394D	Contemporary Topic in Numerical Analysis	AMCS 394D		42				3.00000	16:00 17:30 MO 16:00 17:30 WE	Michael Roberts	KAUST at Thuwal, Jeddah

- 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.

The screenshot shows the 'Registration Cart' for 'Bioscience (MS) 2019/2020 Spring'. The cart contains three items: B 297 Master's Thesis Research, B 211 Fundamentals of Molecular Microbiology, and B 241 Molecular & Cellular Biology. A 'Confirm Registration' dialog box is open, displaying an error message: 'Not allowed to book. Maximum number of credit hours are exceeded.' The dialog shows details for Module B 297, Section B 297AB, with 'Attempted Credits' set to 8. The 'Scale' is 'MS KAUST 4 Point Scale'. The 'Academic Period' is '2019/2020 Spring' and the 'Program of Study' is 'Bioscience (MS)'. The 'Program Type' is 'M.S.'. Buttons for 'Send for Approval', 'Estimate Tuition', and 'Cancel' are visible at the bottom of the dialog.

This screenshot shows the same 'Registration Cart' interface, but the 'Attempted Credits' for Module B 297, Section B 297AB, has been changed to 3. The 'Confirm Registration' dialog box is still open, and the 'Send for Approval' button is now highlighted with a yellow circle, indicating the next step in the process.

- 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).

The screenshot shows the 'Electrical Engineering (PhD)' registration page for the 2018/2019 Fall semester. The 'Search' bar contains 'EE 397' and the 'With Section' checkbox is checked. The search results table lists five entries for EE 397, all with 'Dissertation Research' as the module name. The 'Event Package or Events' column shows EE 397H, EE 397J, EE 397O, EE 397P, and EE 397Q. The 'Events Instructor' column lists Bob Hendley, Andrew Smith, Russel Grady, Susan Roberts, and John Jensen. The 'Event Location' for all is 'KAUST at Thuwal, Jeddah'. A yellow circle highlights the scroll bar on the right side of the table.

Module Abbreviation	Module Name	Event Package or Events	Available	Places Available	Co-Req.	Pre-Req.	Rule	Optimum Credits	Events Schedule	Events Instructor	Event Location
EE 397	Dissertation Research	EE 397H	●	50				12.00000		Bob Hendley	KAUST at Thuwal, Jeddah
EE 397	Dissertation Research	EE 397J	●	50				12.00000		Andrew Smith	KAUST at Thuwal, Jeddah
EE 397	Dissertation Research	EE 397O	●	50				12.00000		Russel Grady	KAUST at Thuwal, Jeddah
EE 397	Dissertation Research	EE 397P	●	50				12.00000		Susan Roberts	KAUST at Thuwal, Jeddah
EE 397	Dissertation Research	EE 397Q	●	50				12.00000		John Jensen	KAUST at Thuwal, Jeddah

- 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**.

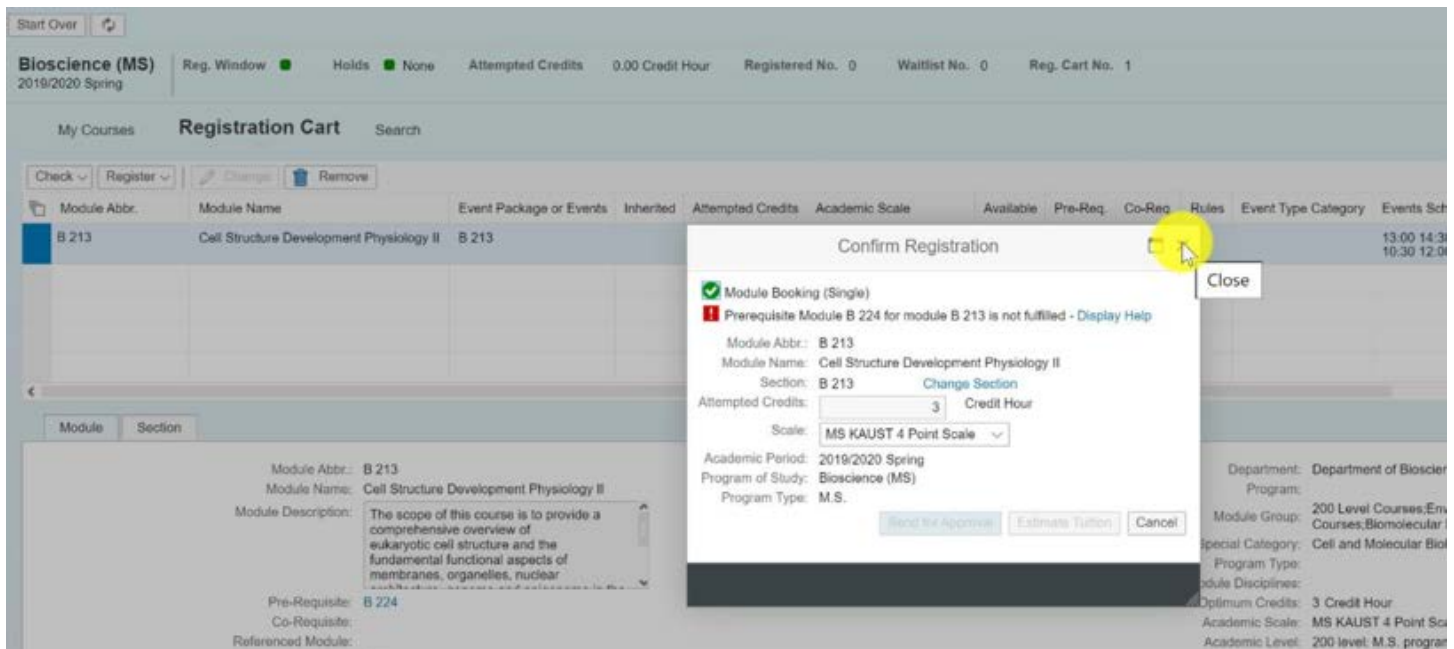
The screenshot shows the 'Bioscience (MS)' registration page for the 2019/2020 Spring semester. The 'Registration Cart' tab is active, and a dropdown menu is open for the 'Register' button. The menu options are 'Register All', 'Register Selected', 'Change', and 'Remove'. The table below lists four courses: B 297 (Thesis Research), B 211 (Fundamentals of Molecular Microbiology), B 241 (Molecular & Cellular Biology), and B 316 (Foundations in Biomedicine). A yellow circle highlights the 'Register Selected' option in the dropdown menu.

Module	Name	Event Package or Events	Inherited	Attempted Credits	Academic Scale	Available	Pre-Req.	Co-Req.	Rules	Event Type Category	Events Schedule	Events Instructor	Event Location
B 297	Thesis Research	B 297AB		6	MS KAUST 4 Point Scale	●						Susan Roberts	KAUST at Thuwal, Jeddah
B 211	Fundamentals of Molecular Microbiology	B 211		3	MS KAUST 4 Point Scale	●						Judy Knight	KAUST at Thuwal, Jeddah
B 241	Molecular & Cellular Biology	B 241		3	MS KAUST 4 Point Scale	●				Lecture/Laboratory	13:00 14:30 SU 13:00 14:30 WE 14:30 18:00 MD 14:30 18:00 TH	Judy Knight	KAUST at Thuwal, Jeddah
B 316	Foundations in Biomedicine	B 316		3	MS KAUST 4 Point Scale	●				Course	16:00 17:30 SU 16:00 17:30 WE	John Jensen	KAUST at Thuwal, Jeddah

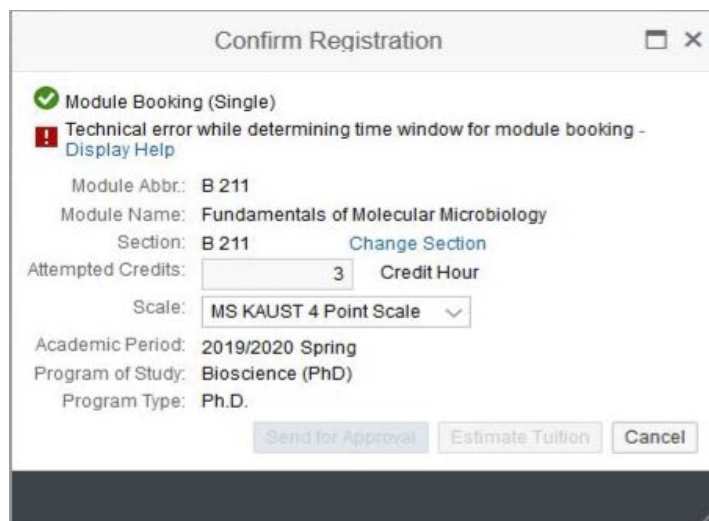
2.5 Possible error message:

- **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.

Confirm Registration

Module Booking (Single)

Capacity of business event B 394B LEC has already been reached

Module Abbr.: B 394B

Module Name: Contemporary Topics in Bioscience

Section: B 394B [Change Section](#)

Attempted Credits: Credit Hour

Scale: MS KAUST 4 Point Scale

Academic Period: 2018/2019 Fall

Program of Study: Appl. Math. & Computational Sc. (PhD)

Program Type: Ph.D.

Send for Approval

Estimate Tuition

Cancel

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

! You don't have MS Thesis Registration. Please contact Registrar's Office at RegistrarHelpDesk@KAUST.EDU.SA to apply for MS Thesis.

Bioscience (MS) 2019/2020 Spring		Reg. Window		Holds	None	Attempted Credits	0.00 Credit Hour	Registered No.	0	Waitlist No.	0
My Courses		Registration Cart		Search							
Check		Register		Change		Remove					
	Module Abbr.		Module Name		Event Package or Events	Inherited	Attempted Credits	Academic Scale			
	B 297		Master's Thesis Research		B 297AI		6	MS KAUST 4 Point Scale			

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.

Materials Science & Engineering (PhD)

2018/2019 Fall

Reg. Window

Holds

None

Attempted Credits

15.00 Credit Hour

Registered No. 3

Waitlist No. 0

My Courses

Registration Cart

Search

Registered

Waitlist

Special Approval

Cancelled

Cancel Booking

Swap Section

Time Table

Ac. Work Overview

Course Registration Manual

Module Abbr.	Module Name	Event Package or Events	Registration Status	Cond.	Attempted Credits	Academic Scale	Events Schedule	Start date
MSE 398	Graduate Seminar	MSE 398	Booked		0	MS KAUST 4 Point Scale	12:00 13:00 TH	30.08.2018
MSE 397	Dissertation Research	MSE 397E	Booked		12	MS KAUST 4 Point Scale		26.08.2018
MSE 320	Solar Cell Materials and Devices	MSE 320	Booked		3	MS KAUST 4 Point Scale	13:00 14:30 MO 10:30 12:00 WE	27.08.2018

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

Confirm Cancellation

Module Abbr.: MSE 320

Module Name: Solar Cell Materials and Devices

Section: MSE 320

Attempted Credits: 3 Credit Hour

Academic Period: 2018/2019 Fall

Cancel Reason:

Program Usage: Materials Science & Engineering (PhD)

Program Type Usage: Ph.D.

Scale: MS KAUST 4 Point Scale

Refund Type:

Confirm Cancellation

Do Not Cancel

- 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.

My Courses

Registration Cart

Search

Registered


Waitlist

Special Approval

Cancelled

Module Abbreviation	Module Name	Event Package or Events	Cancellation Reason
MSE 320	Solar Cell Materials and Devices	MSE 320	

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. 
- 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

