

Course Registration Regulations

1. Academic advisor is the only person who has responsibility of adding or dropping process for the courses.
2. Each academic advisor in the department has to check and revise the list of advising students in the Edu-gate website with these ones given by the academic coordinator. The students list should be posted on his office door and academic advisor office board.
3. The total course hours for the student should be related to the student academic plan.
4. It is not allowed to register any course and its prerequisites in the same semester (for some exceptions the advisor can discuss this issue with the academic advisory committee).
5. The students should have a maximum allowed hour equal to 18 hours and the student can add one hours if one of the total registration courses has 2 hours.
6. The students should have a maximum allowed hour equal to 18 hours and with maximum two courses of D2L courses don't counted from the 18 hours.
7. Informing the students that they shouldn't drop any course has a co-requisite without dropping co-requisite.
8. The students should have a maximum allowed hour equal to 23 hours.
9. The students should have a maximum allowed hour equal to 26 hours, if the GPA equal or more than 4 pints (The registration rules should be considered during adding or dropping process for the courses).