Course Enrollment

Enrollment should be according to the announced registration time plan and based on the student's earned credit hours in the study plan.

Students Responsibilities:

Students are required to self-register their courses in the Student Information System (SIS)

Students must make certain the courses enrollment is confirmed.

Students must adhere to the academic calendar and registration time plan.

Students should follow the study plan.

Students commit to regular attendance according to the schedule, depending on the enrolled courses.

Remember

• Adding courses in the shopping cart does not mean confirmation of enrollment.

• It is important to start registering the courses of the lower levels.

• Student must complete the prerequisite(s) of the course before being able to enroll it.

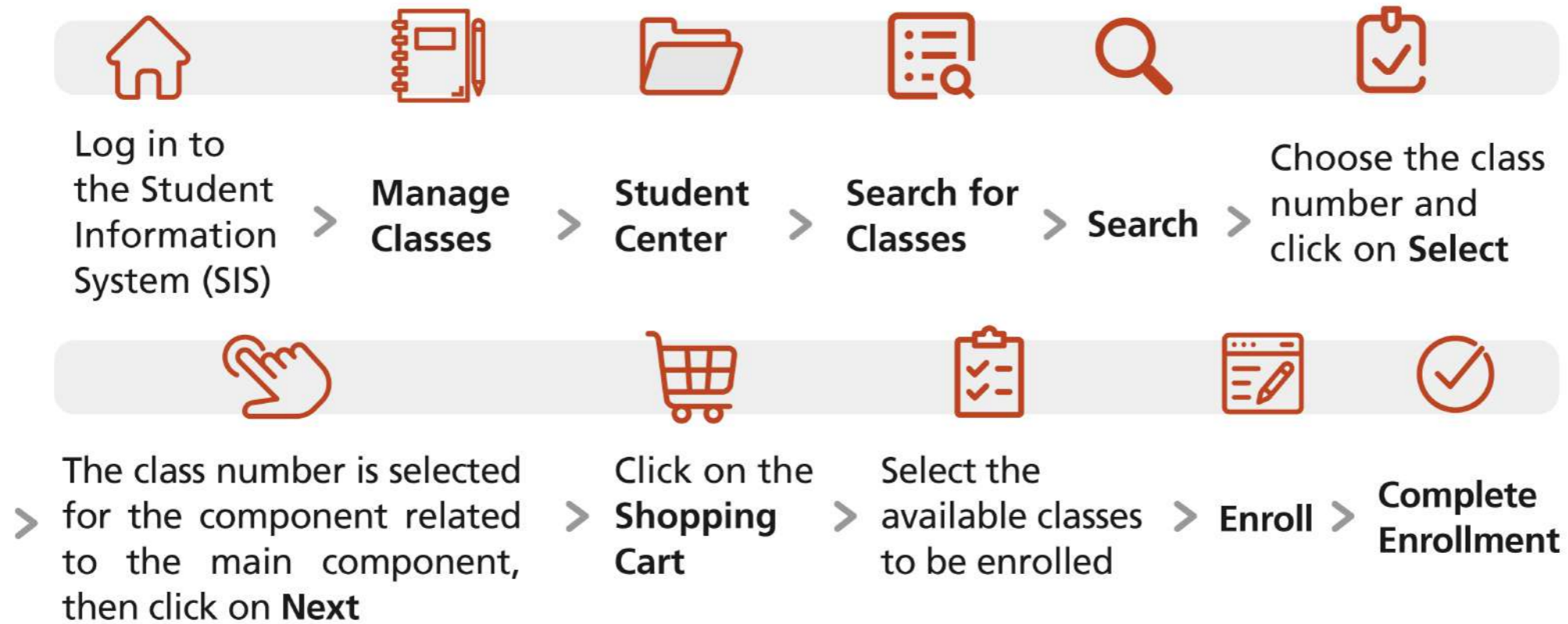• Students are not entitled to drop any courses from the foundation year program during their study period.

Enrollment issues:

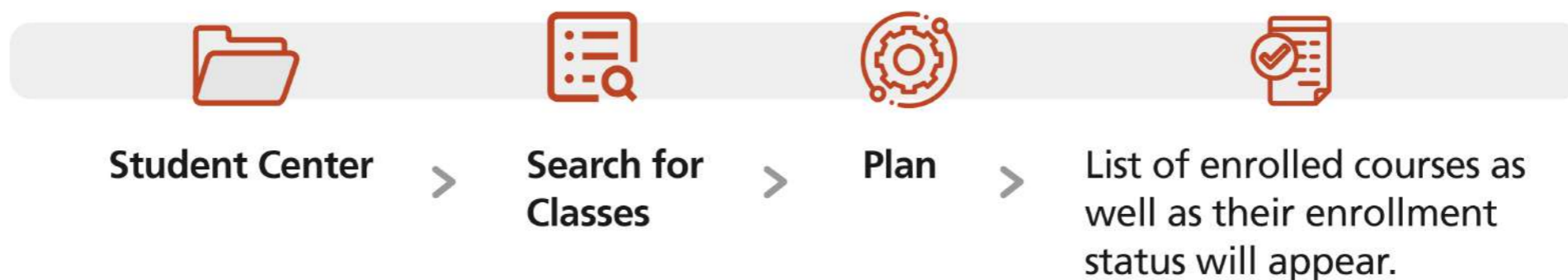|	
Academic issues	Submit enrollment requests via the Student Information System (SIS).
Technical issues	Contact the Deanship of Admissions and Registration through official channels.
Others	Visit the Registration Office at the college.

Steps of Course Enrollment

Log in to the Student Information System (SIS) > **Manage Classes** > **Student Center** > **Search for Classes** > **Search** > Choose the class number and click on **Select**

The class number is selected for the component related to the main component, then click on **Next** > Click on the **Shopping Cart** > Select the available classes to be enrolled > **Enroll** > **Complete Enrollment**

To check course enrollment status:

Student Center > **Search for Classes** > **Plan** > List of enrolled courses as well as their enrollment status will appear.

Steps to drop a course:

Student Center > **Enroll** > **Dorp** > Choose classes to drop > **Drop**