

- 1- The registration program automatically imposes on students to take any course that was taken previously with one of the following grades: FF, FD, or NA. This applies only for the courses that are opened for the semester due for registration.
- 2- Students that took courses with FF or FD grades are not obliged to attend lectures, while those who took NA must attend just like those who are taking them for the first time.
- 3- Students with 2.00 cumulative to 2.99 can get one course extra over their normal load, while those with cumulative over 3.00 can get two extra courses (regardless of the course credit). This is automatically arranged by the central registration program. No need for students to submit a petition to do that.
- 4- CE400 Engineering Orientation course is supposed to be performed and registered during the last semester of the study period and never earlier.
- 5- During the semester when students take CE400 course, they are allowed to take only one course that was taken previously with FF or FD grade. The essential condition for the course here is that it must not require attendance. Also, along with CE400 course, students can take the CE499 Civil Engineering Design course. However, it is preferred for students to take the CE499 course before taking the course CE400.
- 6- The CE499 Civil Engineering Design course is best being taken during the fourth year. Some students wish to take it much earlier. The supervisor should advise students to take that course during the semester just before the one that is allocated for the course CE400. In other words, it is always preferable that students take the CE400 course alone in a way that they are totally concentrate on the field application and not get busy or anxious about other courses.
- 7- The students that register for the course CE499 are supposed to refer to their course supervisor within a maximum period of two weeks after reistration in order to make plan for work progress of the selected subject of research. Delaying this meeting will certainly result in negative influence on the grade given at the end of the semester. Changing the supervisor of the course during the semester is certainly not acceptable.
- 8- Math152 Calculus-II can be taken only after succeeding/passing in Math151 Calculus-I. If the student takes FF or FD in Math151 (not NA), then, he/she will be allowed to take Math152. However, the student still must repeat Math151 in the first instance when the course is opened.
- 9- CE256 Differential Equations course can be taken only after succeeding/passing Math152 Calculus-II. If the student takes FF or FD in Math152 (not NA), then, he/she will be allowed to take CE256. However, the student still must repeat Math152 in the first instance when the course is opened.
- 10- The supervisor is supposed to advise (cannot prevent) students not to take some courses before taking others when they are in logic sequence. Examples: (1)- Taking LENG102 Freshman English II before taking LENG101 Freshman English I; (2)- Taking CE274 Engineering Hydraulics or CE372 Water Resources Engineering before taking CE271 Fluid Mechanics; and the like.

11- The maximum quota for the seats of Technical Elective Courses (TE) is 15. When there is a need to increase the quota, the Head of Department will do that. The minimum number of students required to open a TE course is 5.

12- Students are free to select the TE courses. However, in order to be graduated, students must take at least 5 Technical Electives and 2 non-technical elective courses. According to the student wish, or, if there are no non-technical courses opened that semester, the 2 non-technical courses may be replaced by technical courses but not otherwise. Also, in order to be graduated, it is necessary to take one AGOS course.

13- During the normal registration period, students can drop a technical elective course after being selected. However, after the start of the Add and Drop stage, the TE courses that with number of students less than 5 will be closed. Any closure of a TE will be announced immediately at the start of the Add and Drop stage of registration and students are responsible for following such announcements. The students registered in the closed course will have to drop that TE, and if they wish, may register in other opened TE courses.

14- During the 'Add and Drop' period of registration, students are not allowed to drop any of their already registered TE course/s. However, if their credit quota is still not full, they can add other TE courses.

15- If a student fails in a Technical Elective course, he/she is not obliged to repeat that same course in the following semester, instead, and according to the wish of the student, he/she may select a different TE course. In this case, if a new TE is taken to replace the one that failed previously, then, the student is obliged to attend the course; otherwise, if the same course is repeated, there will be no need for attendance.

16- Any negative consequences that may result from an overlap of any degree between the lecture hours of the courses selected by students are fully the responsibility of the student. Asking the lecturer to turn a blind eye on the overlap is illegal and out of question.

17- The absence limit for all courses is 30%. The number of hours equivalent to this ratio will be declared by the lecturer of each course. If exceeded, the student has no right to go for the final exam.

18- Only when there are urgent health or extraordinary reasons that prevents a student from attending MT1 and/or MT2 exams (exclusively), students are eligible to take a make-up exam providing that they can submit a legally approved reason for their absentia.

19- The supervisor can only recommend that students take or not to take course from classes above their current level. However, the final decision and responsibility of the consequences lays on the student.

20- It is recommended that student take and save the output/printout of their registered courses obtained from the registration program of the University.

21- The credit load allowed for all semesters is automatically arranged by the central registration program.

22- If only one single unopened course is still not taken by a student, then, this student is not allowed to take the CE400 Engineering Orientation course, and must wait one semester until

that course is opened, and only after attending its lectures/passing in it, can take the CE400 course in the following semester.

23- After spending two successive semesters, in case the general cumulative of a student appears to be less than 1.50 (GCPA<1.50), then, he/she will not be allowed to take any new course (course that was never taken previously). The student must repeat whatever courses he/she likes starting with any NA, FF, and/or FD courses until the general cumulative gets higher than that 1.50 limit.

24- After spending three successive semesters, in case the general cumulative of a student appears to be less than 1.75 (GCPA<1.75), then, he/she will not be allowed to take any new course (course that was never taken previously). The student must repeat whatever courses he/she likes starting with any NA, FF, and/or FD courses until the general cumulative gets higher than that 1.75 limit.

25- It is the responsibility of students to check that the supervisor approved the courses they selected for registration and that the registration process is completed.

26- The students that do not confirm their selected courses during the registration period, their registration cannot be approved by the supervisor. This results in the student being not registered at all.

27- After courses being added or dropped by the supervisor, this modification must be confirmed again by the student. Otherwise, the supervisor cannot approve the registration.

28- In order to be graduated:

- Students must pass all their courses with grades equal or higher than DD,
- Have a general cumulative (GCPA) of at least 2.00,
- Complete 240 credits of ECTS.

Rules for the Registration and Graduation of Postgraduate Students 180924

1- Postgraduate students must consult their supervisor prior to their registration. Selecting courses without even informing the supervisor is taken as lack of respect to both the supervisor and the system altogether. Moreover, if such behavior is observed, the supervisor has the right and authority to modify the registration of such student without his knowledge in a way that is seen as better for the progress of the student.

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