



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-A-06.V01: STUDENT REGISTRATION  
POLICY**

## AC-A-06.V01: STUDENT REGISTRATION POLICY

**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

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### 1. PURPOSE

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The purpose of this policy is to outline the governance of student registration at HBKU.

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### 2. POLICY DESCRIPTION

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This policy regulates student registration at both the undergraduate and graduate levels.

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#### 2.1 DEFINITION

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- **Interinstitutional Transient Agreement:** An agreement signed between HBKU and other institutions to allow students from both HBKU and partner institutions to enroll and register for courses at both institutions.
- **Academic Stop/Hold:** A status in the registration system that prevents students from registering for a course.

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#### 2.2 POLICY STATEMENTS

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1. The Provost Office will announce the official registration period in the academic calendar.
2. The Registrar shall make available a list of course offerings, meeting times, locations and instructors (when known). Such a list must be made available at least 14 days prior to the open registration period.
3. Prior to the beginning of the academic year, all new students are required to attend the University's orientation activities.
4. Newly admitted students will conduct their registration during orientation week.
5. Students accept both fee and grade liability by registering for classes.
6. All students must seek their Academic Advisor's input and assistance in the selection of courses. The Academic Advisor is generally a full-time faculty member of the college offering the program of study. He/she assists the student in planning and scheduling an academic program that meets each student's educational aims and in monitoring the student's progress towards his/her degree objectives. The advisor has access to the student's academic records through the CAPP (Curriculum, Advising and Program Planning) system. Students must meet with their academic advisor every semester prior to registration and at least once during each academic year to evaluate progress toward the degree.
7. Students may attend and receive credit only for those courses in which they are registered.
8. Students should seek approval for courses that require instructor and/or faculty advisor permission and submit it to the Registrar during the registration period.
9. Students must meet all prerequisites of the course to be able to register. Overriding or waiving a prerequisite requirement is permitted, subject to the College Dean's approval. Students may demonstrate that they have satisfied prerequisite requirements by demonstrating any of the following:
  - Completion of prerequisite courses with a minimum-passing grade;
  - Submission of official transcripts from an accredited university showing completion of courses with content substantially similar to the HBKU prerequisite courses and with a minimum passing grade. (Note: A course with a minimum passing grade satisfies prerequisites but cannot be applied as transfer credit unless it meets the Credit Transfer Policy conditions);

- Submission of an official examination score or transcript showing completion of a course approved by HBKU for advanced standing credit.
10. Administrative and/or academic holds may be imposed on students to prevent registration if administrative or academic requirements have not been fulfilled prior to the registration period. Administrative and academic holds may include but are not limited to:
    - Academic dismissal;
    - Incomplete admission requirements;
    - Failure to process readmission papers on time;
    - Failure to meet college and program-specific requirements;
    - Past outstanding charges;
    - All undergraduate students will have a registration hold placed on their record which will only be cleared once they have met with their Academic Advisor.
  11. All new undergraduate students, as well as those students who don't already have approved transfer credits for mathematics and English, are required to take the mathematics and English placement exams during orientation or at a time determined by the Admissions Office. Students who do not achieve the minimum required score to enrol in their college-level courses in mathematics and English listed in their plan of study will be placed in an appropriate introductory course.
  12. Students may change their academic course schedule during the first two weeks of each semester or term. The student must maintain full-time status unless granted special permission in writing by the Academic Advisor and the Dean of the College.
  13. If a student with a hold on their record was allowed to register in error, his/her registration will be cancelled unless s/he is able to remove the hold before the beginning of the semester.
  14. Students admitted to accelerated programs (BS-MS) are permitted to register for graduate-level courses to satisfy undergraduate degree requirements.
  15. Senior undergraduate students are permitted to register for up to six credit hours of graduate level courses if their GPA is 3.0 or higher, and if they have secured an advance approval from the College's Dean or designee.
  16. A full-time HBKU student may be allowed to register and enroll in one or more courses at any of the branch campuses under the following conditions:
    - a. Pre-approval is granted by the Dean of the College;
    - b. Courses taken at HBKU should not be taken at the branch campuses;
    - c. Courses taken at the branch campuses are subject to approved HBKU policies particularly (credit transfer policy and degree requirement policy);
    - d. The final grade obtained by the student shall be reported directly to the HBKU Registrar to be entered on the student's transcript.
  17. Students from other institutions who wish to take courses at HBKU should consult with the Registrar's Office to evaluate the existing interinstitutional transient student agreement. HBKU academic policies apply to all enrollment and registration procedures at HBKU.
  18. HBKU considers email sent via a student's HBKU email account an official method of communication. Students must ensure that they maintain an active HBKU account at all times.
  19. Students are required to maintain a current local address with the Office of the Registrar. Students are encouraged to provide emergency contact information to the Office of the Registrar.

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### **3. RESPONSIBILITY/SOURCE/AUTHORITY**

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This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Registrar in collaboration with appropriate college committees and Deans.

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#### **3.1 COMMUNITY SHOULD KNOW THIS POLICY**

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President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

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#### **4. Updates**

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SUMMARY OF CHANGES		
Date	Section	Change

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**5. ACCOMPANYING PROCEDURE**

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