



## **Instructions for Early-Registration**

**(Fall Semester 2011/2012)**

### **🕒Eligibility:**

**You are eligible to early-register if:**

- You are a currently registered Student.
- You have good academic standing.
- You have no required documents missing in your file (e.g. Original copy of your High School Certificate).

### **🕒Early Registration Period:**

**From: Saturday May 21<sup>st</sup>, 2011 at 08:00 am To: Wed. May 25<sup>th</sup>, 2011 at 23:59.**

Kindly Web registration for PMU students will be available throughout the period mentioned above for early registrations. Student's registration priority is based on the total number of earned hours/ class. Please kindly follow the timetable of web registration as it's announced by the Registrar's office.

### **🕒Location:**

Students have the ability to web register for courses from ANY computer with web access through PMU web site <http://www.pmu.edu.sa/v4/bssautoa.asp>. At the meantime you can get assistance from your advisor during your advising session with her/him or from the Registrar's Office during the working hours.

### **🕒Student Academic Load:**

The minimum required load for all undergraduate full time students (Having Good academic standing) during fall semester is 12 credit hours, and the maximum load is 20 credit hours. For the part time students the maximum is 12 credit hours and the minimum is 2 credit hours.

### **🕒What do you need to know prior to Early Registration?**

1. Make sure that you know your student ID number and your PIN (Personal Identification Number) 6-digit number used as a password that permits you to access your web account. It's very important to check your PMU Email account to get your PIN reminder Email. If you have problems accessing your PMU Email accounts, please refer to IT help desk.
2. Make sure that you know your Academic Advisor's name.



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3. Please note that in Early Registration Process, you are creating the schedule assuming you will pass all the currently taken courses. If you fail a course that you are currently registered for, it is **your responsibility** to adjust your next semester's schedule accordingly.
4. You must have passed or you are currently registered for the pre-requisites of the courses you want to register. Please review the university regulations regarding minimum passing grade and repeating courses.
5. Please note that the enrollment in each section (Maximum no. of students per section) is limited and the enrollment is based on first comes first served. So we advice you to finalize your Early Registration process as soon as possible.
6. Classes with low enrollment at the end of Early Registration Period may be cancelled after approval from PMU management.

### **Registration Confirmation:**

Please Note that it is **your responsibility** to confirm your assumed Early-Registered courses for fall Semester 2011/2012 during the Registration Confirmation Period: (Sept. 3-7, 2011).

### **Registration Cancellation:**

The deadline to cancel your early registration for fall semester 2011/2012 is Sept. 21, 2011.

### **Late Registration:**

In case if any eligible student for early registration misses his early registration appointment, he can register- If there are seats available- during the late registration period (Sept. 12 – 21, 2011). **The late registration fee is SR 500.**

For any questions, do not hesitate to contact the Registrar's Office at: Male: [registrar@pmu.edu.sa](mailto:registrar@pmu.edu.sa) Female @ [female-registrar@pmu.edu.sa](mailto:female-registrar@pmu.edu.sa).

**Wish you all the best and success.**

**Best Regards;**

**Registrar's Office**

**PMU**