

Registration

1- Registration Procedure



During the early registration week, engineering students should meet their academic advisors who keep an updated record of their progress in terms of the courses they had completed or will take in the coming semester.

The student will bring along the latest transcripts to this meeting and the list of courses he/she wishes to register for the coming semester. This visit will help the advisor make sure the student is following the recommended sequence of courses to finish his/her course plan, and if not the advisor will suggest the proper corrective actions to help the student get back on track.

All engineering programs have adopted a policy that will ensure that the student will meet his advisor before or during pre-registration. If he fails to do so, a hold will be placed on his BANNER account that will prevent him from confirming his registration during the confirmation week.

Students refer to their advisor if they need help in their registration, to seek his advice in career choices, or for any question related to their student life. The signature of the advisor to authorize Add/Withdrawal is fully enforced such that a student cannot add or withdraw a course without the prior approval of his advisor. The student must confirm his registration within the first week of the semester.

The maximum load for each student is determined as shown in the following Table (The student's Load in A Semester Based on his CGPA). Note that, there are exceptions that could be made for expected graduating students.

CGPA	Maximum Number of Credit Hours
Less than 3.00 out of 5.00	12
3.00 – 3.49	15
3.50 – 3.99	19
More than 4.00	23

Early Registration:

All students must register online for the courses to be taken in the following semester based on his program of study. Students must meet with the advisor before early registration to select which courses the students should pre-register. Students may not be able to register for the following semester if he does not pre-register at the end of the previous semester. In addition, he may not find enough courses to register once all sections are filled during pre-registration. The registration office may help the student to solve registration problems only and not to register him. In fact, it is the student's responsibility to:

- Confirm his pre-registration
- Follow up registration with his advisor
- Check deadlines for pre-registration, confirmation, and advising according to both the university and the college timetable and regulations.

2- Engineering Training

Engineering students at King Faisal University (KFU) are required to undergo a comprehensive Engineering Training with a reputable and specialized industrial organization in or outside the Kingdom of Saudi Arabia relevant to their major. The purpose of this training is to enhance the students' practical experiences, promote their career opportunities, and deepen their technical knowledge through practical experience in real-life industrial enterprises. In addition, such training strengthens the relationship between the College of Engineering at KFU and the governmental and private industrial organizations. Also, it provides the business and industry with well-trained and better prepared professionals .

The Engineering trainee is required to be aware of the followings:

- Student must fulfil the following eligibility requirements to be qualified for Engineering Training :
 - i. Completion of not less than 90 total credit hours by the time of requesting for a training assignment (including the credit hours expected to be completed at the end of the semester prior to the training).
 - ii. Pass all general engineering courses carrying the code ENGR###.

- iii. Being a regular student during the training (not dismissed for academic or disciplinary reasons).
- Student is responsible for knowing and following the academic rules and regulations, including requirements for graduation. Academic advisors shall assist student in planning and managing their academic program.
 - Student is not allowed to register for any course(s) during their training period .
 - Student must complete the training work before their last semester in the university. The qualifying student should spend at least eight working weeks on a full-time basis with the training organization abiding by its regulations like any other employee.

Upon the completion of training, student is required to submit a final formal written Engineering Training Report and present his work. The training organization shall also fill in a confidential Engineering Training Evaluation Form to be emailed to the Engineering Training Office.

The student will be given a PASS/FAIL grade (Pass \geq 60%) by an examining committee that will be formed for this purpose according to the following criteria :

- Organization's evaluation will carry a weight of 50% of the total grade.
- The training final report will carry 30% of the total grade.
- Presentation and discussion will carry 20% of the total grade.
- Student should get at least 60 % of the company weight to pass the course.

3- Grading System in the College of Engineering



Evaluating Student Performance

Student performance in each course is evaluated by the course instructor, culminating with the assignment of a grade for this course. According to what is most appropriate for the course in question, the grade is distributed between examinations, quizzes, homework, and/or laboratory reports. Projects and/or oral presentations are required for most courses.

For Senior Design project, a panel of three faculty members and the project supervisor evaluate the student's coursework, project prototype, design written report

and oral presentation as well as several assignments. The methods of Evaluating Student Performance are:

- Quizzes and homework: to assess student gradual understanding of course subjects.
- Projects: to assess technical ability as well as personal interaction and communication skills. These projects are assigned in most Engineering courses since each engineering program has adopted project based learning (PBL) teaching strategy, in which one or more projects are assigned to students in each course where students work in teams. Each project usually includes design and/or analysis, simulation and verification through measurement.
- Midterm Exam: to assess students' understanding of course subjects, problem solving abilities, and analytical and/or design capabilities. Usually one midterm exam is given in a lab, while at least two midterm exams are given in a regular course in each semester.
- Final Exam: to assess the students' overall understanding of the course as well as their analytical and problem-solving capabilities.

At least 30% of the student's mark is based on the final exam and the remainder from the student's coursework. The passing grade for any course is 60%. This is equivalent to a grade of D. The grading system at KFU is provided in the following Table. The student's grade point average (GPA) is determined by dividing the cumulative point value of all courses attempted by the number of credits in the student's semester schedule.

Symbol	Grade Range	Point Average	Value
A+	95 – 100	5.00	Exceptional
A	90 – less than 95	4.75	Excellent
B+	85 – less than 90	4.50	Very Good Plus
B	80 – less than 85	4.00	Very Good
C+	75 – less than 80	3.50	Good Plus
C	70 – less than 75	3.00	Good
D+	65 – less than 70	2.50	Average
D	60 – less than 65	2.00	Pass
F	less than 60	1.00	Fail
IP	--	--	In Progress
IC	--	--	Incomplete
DN	--	1.00	Denied
NP	60 and more	--	No grade-Pass
NF	Less than 60	--	No grade-Fail
W	--	--	Withdrawn