

Ministry of Higher Education
King Fahd University of Petroleum & Minerals

DAMMAM COMMUNITY COLLEGE

DCC REGISTRATION MANUAL

Contents

DCC Registration Office.....	4
Contact us	4
About us.....	5
Registration Procedures	6
THE PREPARATORY YEAR PROGRAM.....	6
Final Evaluation of the Preparatory Year Students.....	7
Dismissal from the Preparatory Year Program	7
Pre-registration	7
Formal Registration	7
Late Registration	7
Adding and Dropping Courses.....	7
Dropping Courses	8
Adding Courses.....	8
Changing Section Assignments for Prep Year	8
Auditing a Course	8
Course Substitution in the Degree Plan	9
Repeating a Course	9
Assignment of Academic Status	9
Good Standing.....	9
Academic Warning	9
Academic Probation	9
Discontinued	10
Ending of Academic Warning or Probation Status.....	10
Enrollment in Summer Internship	10
Enrollment of KFUPM and DCC Employees	10
The Academic Levels System	10
Course Load	11
Associate Degree Plan	12
Student Transcript of Academic Record	12

Attendance and Withdrawal from Study.....	13
Re-enrollment.....	14
Graduation.....	15
Cumulative GPA Re-Calculation Rules.....	15
Dismissal.....	16
Examinations and Grades.....	17
Final Examination Procedures.....	21
Transfer.....	23
Transfer from outside the college.....	23
Transfer from one program to another program.....	24
General Rules.....	25
ACADEMIC RECORDS AND GRADE CODES.....	26
Academic Record.....	26
TABLE 1: EXAMPLE OF THE CALCULATION OF SEMESTER AND CUMULATIVE GPA.....	26
TABLE 2: THE GRADING SYSTEM APPLICABLE AT DCC.....	27
Logging in the SISWEB for First time.....	28
To check your Schedule, Attendance, Midterm Warning, Transcript, Grades teachers' Evaluation	28
How to do Early Registration.....	31
Check Your Attendance (For Prep-year only).....	32
Confirm and View your Schedule.....	33
Check Midterm Warning.....	34
View Final Grades.....	35
View Unofficial Transcript or Degree Audit Report.....	35
Select Major.....	36
Submit Teachers' Evaluation.....	37

DCC Registration Office

Contact us

Ovais Ahmed Khan	
Title	College Registrar (Acting)
Office Location:	Room 160
Telephone Number:	(966-3) 8683300 Ext 838
Email Address:	ovais@dcc.kfupm.edu.sa

Yousuf Ahmed Mirza	
Title	Registration Team Member
Office Location:	Room 137
Telephone Number:	(966-3) 8683300 Ext 818
Email Address:	ymirza@dcc.kfupm.edu.sa

Mohammed S. H. Al-Zkoar	
Title	Registration Team Member
Office Location:	Room 138
Telephone Number:	(966-3) 8683300 Ext 849
Email Address:	mohdsh@dcc.kfupm.edu.sa

Zeyad Hamad Hmoud Al-Fuzae	
Title	Registration Team Member
Office Location:	Room 139
Telephone Number:	(966-3) 8683300 Ext 810
Email Address:	zeyad@dcc.kfupm.edu.sa

About us

The Registration Department serves as the official authorized keeper of the college student records. It provides and facilitates the means for data collection and the technology that provides these services. It provides week-by-week services from the start of the semester until the grade submission and issuance of transcripts. It is responsible for developing, maintaining, and implementing college-wide information systems that facilitate all departments in providing and collecting information. The Registration Department follows privacy and confidentiality rules in all its transactions and maintains a high level of service standards in order to provide maximum benefit to students while ensuring efficient and effective workflow.

The Registration Department ensures that the events and deadlines on the academic calendar are followed and conducted as prescribed.

The Registration Department is responsible for the following functions and processes:

- Collecting and maintaining student attendance records
- Creating and implementing class schedules
- Students' course registration
- Conducting and maintaining teachers' evaluation
- Collecting and maintaining student warning records
- Providing stakeholders with academic information (e.g. transcripts)
- Facilitating students' changes of majors and withdrawals from courses
- Processing all student petitions
- Developing reports for both internal and external stakeholders (departments, committees, Dean, Vice Rector, and Ministry of Education)
- Recording and maintaining records of students' grades in courses
- Ensuring the academic calendar dates are strictly followed
- Maintaining the student information system and developing new functionalities
- Managing students' financial transactions (e.g. tuition fee payment)
- Developing and implementing final exam schedules

Registration Procedures

THE PREPARATORY YEAR PROGRAM

All newly admitted students are required to complete the Preparatory Year Program before starting their undergraduate study. Students may be exempted from part of, or the entire, program if successful in one or both promotion examinations.

Most admitted students join the Preparatory Year Program, which aims at preparing students for undergraduate study, in particular in achieving the following goals:

- a. improving the proficiency of students in English prior to undertaking their undergraduate studies.
- b. developing and improving the students' knowledge of mathematical and analytical techniques through the medium of English.
- c. introducing students to new subject areas and techniques, thus improving their mental and manual skills.
- d. familiarizing students with the various majors available at the college.
- e. improving students' physical health and stamina through a Physical Education program.
- f. familiarizing students with the requirements of undergraduate study, including study skills and discipline in all its forms.

The duration of the Preparatory Year Program is one year, divided into two regular semesters and a summer session, if necessary. The Preparatory Year Program represents the first and second academic levels of all the undergraduate programs.

The following courses are offered during each of the two semesters:

1. English
2. Mathematics
3. Physical Education
4. Other courses as the college deems necessary

The grades earned by a student in the Preparatory Year Program are recorded in his transcript together with the semester GPA and his cumulative GPA. However, these grades are not considered in the calculation of the cumulative GPA for the undergraduate program. The academic status assigned to the student at the end of his last regular semester in the Preparatory Year Program continues through his third academic level (i.e., first semester of the freshman year).

A student may be exempted from the Preparatory Year Program if he proves his proficiency in English and mathematics in promotion examinations or by credentials he has submitted.

If a student passes only the English part of the promotion examination, he will be partially promoted to the next academic level, but is required to fulfill any remaining Preparatory Year Program requirements during the same year.

Final Evaluation of the Preparatory Year Students

Student performance will be evaluated at the end of the Preparatory Year Program to determine who has fulfilled the College Preparatory Year Program requirements. The performance of a student in all courses he has taken will be considered, in addition to the results of all the examinations taken at the end of the program. Levels of evaluation are classified below.

The promotion of a student to the third academic level, on completion of all Preparatory Year Program requirements, takes place at the beginning of the semester immediately following his completing these requirements. A student may select any of the majors offered by the college, provided he satisfies the entrance criteria for that major.

Dismissal from the Preparatory Year Program

A student will be dismissed from the Preparatory Year Program if either:

- a. he earns the grade F or DN or WF twice consecutively in the same English or mathematics Preparatory Year Program course, or,
- b. he fails to complete all the Preparatory Year Program courses within a maximum of three regular semesters, as opposed to the two semesters normally required for completing the Preparatory Year Program.

Pre-registration

Around the middle of the first (fall) semester, pre-registration is held in each academic department for the courses to be taken by students during the second (spring) semester; and in the middle of the second semester of each year, students pre-register for both the coming summer session and the first semester of the following academic year.

Pre-registration is required by all enrolled students who intend to continue their studies at the college during the following terms. Students pre-registered for a particular semester are also required to register formally on the scheduled registration day for that semester. A student is only allowed to change his pre-registration with the approval of his academic advisor.

Formal Registration

Formal registration is held at the beginning of each semester or summer session as indicated in the academic calendar. Each student must log into the DCC Registration system and confirm his schedule.

Late Registration

Students who have not completed the formal registration process on the fixed date may register late during the period specified in the academic calendar.

Adding and Dropping Courses

A student may change his registration by adding or dropping some courses with the approval of his academic advisor. He may also add other courses during the first four class days of a regular

semester (two class days in a summer session). A student may drop courses during the first two weeks of classes in a regular semester (the first week of classes in a summer session). Courses so dropped will not appear on the student's transcript. The approval of the academic advisor must be obtained in both the addition of and the dropping of courses. Additional conditions apply as detailed below.

Dropping Courses

The course load must remain at or above the minimum permitted limit (see the Academic Level System). If the course to be dropped is a co-requisite for another registered course, then both courses should be dropped simultaneously.

Adding Courses

The course load should not exceed the maximum permitted limit (see the Academic Level System).

The courses added should not result in a conflict in the student's schedule. It should be possible to register in one of the sections of the requested course.

Changing Section Assignments for Prep Year

The original section assignments, as well as any later changes in assignments, take into consideration both the student's new schedule and the equitable distribution of students among all lectures and laboratory sections. A student applying for a section change should:

- a. select a section that meets at times which do not conflict with his current schedule;
- b. complete the section change form and obtain the approval of the Registrar;
- c. submit the form to the Registration office and check his schedule online to make sure the changes have been implemented. The student may only proceed with the new section once the schedule changes are reflected online.

The Registration Office will implement the section change if the maximum enrollment in the requested section has not been reached. Section change requests will only be considered during the period determined by the Registration Office.

Auditing a Course

A student can change the status of a course for which he has already registered, from regular to audit, with the agreement of the course instructor and subsequent approval of the program coordinator and the academic advisor. However, while making a request to audit a course, the student must bear in mind that:

- a. he can audit a course only if he is expecting to graduate in the current semester.
- b. he cannot audit a course that he needs in order to graduate.
- c. the "audit" status for a course cannot be changed to "credit" status.
- d. once a course has been audited, it cannot be repeated for credit in subsequent semesters;
- e. the deadline for receiving audit requests by the Registration Office is the last day for dropping course(s) with the grade of W in the respective term as indicated in the academic calendar.

Course Substitution in the Degree Plan

A student qualifies for graduation when he meets the requirements of the degree program in effect at the time he commences his studies. If certain courses are discontinued during a student's course of studies in a particular degree program, or changes are made to the contents of a course, or a new curriculum is adopted that does not include certain courses required by the student, alternative courses will be substituted which are consistent in level, subject area and credit hours with those of the program for which substitutions are required. The final decision regarding substitution of courses lies with the Dean of DCC. All substitutions in a student's degree plan must be forwarded to the Registration Office.

Repeating a Course

A student who obtains a failing grade in a required course must repeat that course. Additionally, a student who wishes to improve his academic standing may repeat a course for which he previously obtained a D or D+ grade. The last grade will reflect the student's performance in such a course. Should a student repeat a required course in which he had earned a D grade, and fail, he must repeat the whole course. All of a student's grades are included in the GPA calculation in his transcript.

Assignment of Academic Status

A student's academic status will be determined at the end of each semester and will appear on his transcript showing his achievements throughout his undergraduate study. However, the summer session has no effect on academic status. A student's academic status may be one of the following:

Good Standing

This status is assigned to all students at the beginning of their courses of study. Students are expected to maintain this standing until their graduation. This involves a minimum GPA of 2.00 out of 4.00 in both a student's cumulative and semester GPA.

Academic Warning

A student will be given this status after the final grades have been processed at the end of each regular semester if either:

- a. his cumulative GPA is less than 2.00 but more than 1.00 out of 4.00.
- b. his semester GPA is less than 2.00 out of 4.00.

Academic Probation

A student will be given this status after the final grades have been processed at the end of a regular semester, if his cumulative GPA is less than 1.00 out of 4.00.

Discontinued

A student can receive discontinued status for at least one regular semester in either of the following two cases:

- a. the student was previously on academic warning or probation in a regular semester and in the next term achieved a semester GPA of less than 1.50 out of 4.00.
- b. the student has received three consecutive academic warnings. The Dean of DCC may however give the student an opportunity to continue his studies following the recommendation of the Academic Standing Committee.

Ending of Academic Warning or Probation Status

The status of academic warning can be revoked after the lapse of one regular semester from the date of the warning if the student achieves a semester and cumulative GPA of 2.00 or above at the end of that semester. A student who has been discontinued may apply for re-admission within a period of not less than one month from the beginning of the next semester for first semester and not less than two weeks for second semester. The Admission and the Academic Standing Committee, in coordination with the student's major department, considers applications for re-admission of the student at the end of his discontinuation period. This period is not included in the period required to finish a degree program.

Enrollment in Summer Internship

Most major students are required to spend a summer internship period of 8 weeks in their major field. These students should complete the summer internship period before the end of their last semester at the college. In order to qualify for this program, a student should:

- a. have completed not less than 28 credit hours of his degree plan.
- b. have completed all the required courses as identified by his degree plan.
- c. have a major GPA of 2.00 or above (out of 4.00).
- d. not have been discontinued.

Enrollment of KFUPM and DCC Employees

KFUPM and DCC employees may be admitted and registered for an undergraduate program on a part-time basis in accordance with the procedures approved by the Dean of the College.

The Academic Levels System

The Academic Levels System divides the academic year into two regular semesters. There may also be a summer session of half a regular semester's duration. The degree requirements are divided into various levels in accordance with the degree plan approved by the Academic Affairs Committee.

The College Council sets up the detailed regulations which govern promotion from one academic level to another, bearing in mind the following considerations:

- a. The courses of each major are spread over the academic levels. A number of credit hours

are assigned for each level, as required by the approved degree plan.

- b. Students who have not failed in the course of their studies are successively promoted from lower to higher academic levels, according to their approved degree plan.
- c. Students who have failed some courses are registered in courses with the minimum allowed semester course load, bearing in mind that:
 - there should be no conflict in their study schedule.
 - they should satisfy all prerequisite requirements.
 - they will not be allowed to take more courses from the next academic level other than the number required to complete their minimum course load.

Course Load

A course load is defined as the number of credit hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined as follows:

(a) *The Minimum and Maximum Course Load Limit in a Regular Semester*

The minimum course load limit is 12 credit hours during a regular semester, provided that the total number of credit hours registered by a student in any two consecutive semesters is not less than 28. This condition is relaxed in the last semester before graduation. The maximum course load is 19 credit hours.

However, a student is permitted to register for 21 credit hours with the approval of the program coordinator, if the student has maintained a minimum cumulative GPA of 3.00 out of 4.00 in all work undertaken during the preceding terms in which he earned his last 28 credit hours.

(b) *Minimum and Maximum Course Load in a Summer Session*

The minimum course load in a summer session is 1 credit hour and the maximum is 8 credit hours.

(c) *Minimum and Maximum Course Load for a Student on Academic Warning or Probation*

The minimum course load in such cases is 12 credit hours; the maximum is 13 credit hours in each regular semester and 7 credit hours in a summer session.

(d) *Minimum and Maximum Course Load for a Student in his Last Term before Graduation*

The minimum course load at this level is 1 credit hour and the maximum is 20 credit hours during a regular semester and 9 in the summer session, provided the student's cumulative GPA of all work undertaken during the preceding terms in which he earned his last 28 credit hours is not less than 2.00 out of 4.00.

Associate Degree Plan

The courses of each degree are spread over 4 academic levels. The required courses, as well as electives and the number of credit hours that a student needs to successfully complete in order to receive a degree in his major field, are clearly specified for each academic level. This distribution of courses and credit hours is called “the Degree Plan.” All degree plans are approved by the Academic Affairs Committee. The academic departments regularly review and update degree plans in order to provide students with continuously updated programs.

The following rules apply to the degree plans:

- a. A student’s degree plan is referred to by a specific code number and comes into effect from the first semester of his commencement of undergraduate study.
- b. The academic program coordinators provide a list of elective courses to the Academic Affairs Committee for approval. The approved list is forwarded to the Registration Office.

In special circumstances, some students may change from one degree plan to another, provided this does not affect their graduation requirements.

In introducing any changes to a degree plan, it is anticipated that some courses may not be offered, or be discontinued, or new courses may be included in the degree plan. Therefore, out-of-phase students should complete their graduation requirements in accordance with the time schedule of their original degree plan. If the new degree plan requires studying a course that has been canceled, and consequently it becomes impossible to register for such a course, the course could be substituted by an alternative course, consistent in level, subject area, and credit hours, with the approval of the academic advisor, program coordinator and the College Academic Coordinator. The Registration Office should be informed about the approval of this substitution.

A re-admitted student will be subject to the degree plan assigned to him during his last semester at the college before receiving discontinued status. However, if this plan has been canceled, he will be placed in the most recent plan in his major.

Students are required to study within the framework of their approved degree plan and once they fulfill all the requirements they are nominated for graduation.

Student Transcript of Academic Record

At the end of each academic term, the student is provided with a copy of his academic record within the Online Registration System. No additional copy of the transcript is issued or sent to any outside agency without a written request by the student. No partial records are issued. The transcript must comprise the complete academic record of the student from the date of admission to the issue date.

The accuracy of a student record is of the utmost importance and errors or suspected errors should be brought to the immediate attention of the Registration Office.

Attendance and Withdrawal from Study

1. A regular student should attend all classes and laboratory sessions. A student may be discontinued from a course and denied entrance to the final examination if his attendance is less than the limit determined by the college. This limit cannot be less than 75% of classes and lab sessions assigned to each course during the semester. A student who is denied entrance to the examination due to excessive absences will be considered as having failed that course.

Implementation Rules

- a. A regular student will not be allowed to continue in a course or take the final examination and will be given a DN grade if his unexcused absences are more than 20% of the lecture and laboratory sessions scheduled for the course.
 - b. A regular student will not be allowed to continue in a course or to enter the final examination if his attendance is less than 66.7% of the lecture and lab sessions scheduled for the course.
 - c. The above rules apply to both excused and unexcused absences. The student will be given a W grade in that course provided his unexcused absences do not exceed 20% of the scheduled lecture and laboratory sessions. If the unexcused absences exceed 20%, the provisions of the previous paragraph will apply.
2. The Dean may exempt a student from the provisions of attendance and allow him to attend the final examination if he provides an acceptable excuse. For such an exemption the minimum attendance requirement is not less than 50% of the lecture and laboratory sessions scheduled for the course. (A10)
 3. A student who fails to attend the final examination will be given zero in that examination. In such a case, his course grade will be calculated on the basis of the class work score he earned in the course (A11).
 4. If a student fails to attend the final examination of any of his scheduled courses due to circumstances beyond his control, the Dean, in exceptional cases, may accept the excuse and arrange a make-up examination for the student within a period not exceeding the end of the next semester. In such cases, the course grade will be given to the student after the make-up examination (A12).

Implementation Rules

- a. The student must furnish the excuse to his instructor and request a make-up examination before the end of the next regular semester.
 - b. The course instructor submits his report to the program coordinator for presentation to the academic coordinator and, then, the Dean. The Dean of the college informs the student of the final decision, i.e., as to whether his petition has been accepted or rejected. If the petition is accepted, the student will be informed of the date of the make-up examination.
 - c. Under exceptionally pressing circumstances, the Dean may accept the student's excuse and give him a make-up examination before the end of the next semester. The final grade will be given to the student after that make-up examination.
5. A student may be allowed to withdraw from the college for a semester and not be considered as having failed if he furnishes an acceptable excuse to the authorized body as determined by the Dean, at least five weeks before the commencement of the final examinations) (A13).

Implementation Rules

- a. The Registration Office analyses all applications for withdrawal for one semester, and submits its recommendations to the Dean, DCC.
 - b. If a student has received any course grades before submitting an application to withdraw for a semester, all such grades are retained in his academic record and he will be given a W grade in the remaining courses.
 - c. A student may submit an application to discontinue study in a particular semester and withdraw from all courses during the stipulated period (after the 10th week and before end of the 14th week) provided he has an acceptable excuse and his grade in each course is determined as “Withdrawn with Pass” or “Withdrawn with Fail” according to his performance. The grade will be assigned by the instructor, with the approval of the program coordinator, in light of the student’s performance before his application to discontinue his studies.
6. A student may submit an application for suspension of enrollment, for reasons acceptable to the Academic Standing Committee, provided the suspension period does not exceed two consecutive semesters, or a maximum of three non-consecutive semesters, during his entire course of study at the college. Otherwise his enrollment status will be cancelled. However, the Academic Standing Committee may, at its discretion, make exceptions to this rule (A14).
 7. If a student interrupts his studies for one semester without submitting an application for suspension of enrollment, his enrollment status at the college will be cancelled. The Academic Standing Committee, however, may at its discretion, cancels a student’s enrollment status if he discontinues his studies for a period of less than one semester (A15).
 8. A student is not considered to have interrupted his studies during the terms he spends as a visiting student in other colleges/universities (A16).

Re-enrollment

A student whose enrollment status has been cancelled may apply for re-enrollment with the same college ID number and academic record he had before his suspension), provided that:

1. he applies for re-enrollment within four regular semesters from the date of cancellation of his enrollment status;
2. five or more semesters have lapsed since cancellation of his enrollment, in which case the student can apply to the college for admission as a new student without considering his old academic record, if he fulfills all the admission requirements for new students;
3. he has not been re-enrolled previously;
4. he was not on probation prior to the cancellation of his enrollment.

Implementation Rules

- a. A suspended student should submit his re-enrollment application to Student Affairs at least one month before the beginning of the semester and two weeks before the second semester in which he intends to resume study.
- b. The Student Affairs Office coordinates with the Academic Standing Committee in order to arrive at a decision regarding the application.
- c. A student who interrupts his studies for more than five semesters may apply for admission as a new student if he fulfills all admission requirements for new students. The student will be assigned a new student ID number and no credits will be transferred from his previous

- record, though such credits will appear in his new academic record.
- d. Re-enrollment does not apply to dismissed students.

A student who has been dismissed from the college for academic or disciplinary reasons - or from other colleges/universities for disciplinary reasons - will not be re-enrolled at the college. If it becomes known later that a student has been dismissed for such reasons, his enrollment will automatically be considered null and void as of the re-enrollment date.

Graduation

A student graduates after successfully completing the graduation requirements according to the degree plan, provided his cumulative GPA is not less than “Pass.” Following the recommendation of the Academic Coordinator, the Dean may require the student to take certain additional courses to improve his cumulative GPA if he passed the required courses, but with a low GPA.

Implementation Rules

- a. The student is required to pursue his major degree plan and complete all requirements before graduation.
- b. The Registration Office will provide the relevant departments with copies of the academic records of all candidates for graduation. The Registration Office will review these records to ensure that the students have satisfied all graduation requirements.
- c. A student must attain both cumulative and major GPAs of 2.00 or above (out of 4.00) to graduate.
- d. If the cumulative GPA is lower than the required limit, it may be re-calculated at the student’s request, provided he has successfully completed all the courses required for obtaining the degree. This will be based upon the recommendation of the Academic Coordinator in coordination with the Registration Office and the approval of the Dean. However, at the time of graduation, the student’s cumulative GPA should not be more than 2.00 (out of 4.00) after recalculation.

Cumulative GPA Re-Calculation Rules

1. To exclude any previous grade of a course studied by a student, the student must have successfully repeated the course and obtained a grade of D or higher.
2. The grades F, DN, WF, D, and D+ may be excluded by subtracting the number of credit hours of a certain course from the total credit hours used in calculating the student’s cumulative GPA, and subtracting the quality points assigned to these credit hours from the total quality points used for calculating the student’s cumulative GPA.
3. The total credit hours of the courses to be excluded from the cumulative GPA re-calculation should not exceed 12.
4. The academic record must include all the grades of the courses taken by the student, showing the grades earned on each occasion. A special mark should be introduced to identify the courses which have been excluded from the cumulative GPA calculation. The academic record should show the re-calculated cumulative GPA.
5. No change is to be introduced to the academic record after the graduation document is issued.
6. The rules of re-calculation of the cumulative GPA will be applied to courses the student has

- repeated at the college.
7. Under no circumstances will the re-calculation of the cumulative GPA raise the GPA above 2.00, which is the minimum required to satisfy graduation requirements.
 8. To obtain any degree from the college, the student must have studied a minimum of 36 credit hours, at the college, including at least 18 credit hours in his major field.
 9. The Registration Office thoroughly reviews all student records to ensure that all graduation requirements are satisfied.
 10. The Registration Office submits a draft recommendation to the College Council listing the students nominated for graduation at the end of each semester.
 11. The Registration Office submits a draft recommendation to the College Council listing the students who have satisfied all graduation requirements and have actually graduated.
 12. A graduating student is obliged to obtain a clearance form from Student Affairs and have it signed by the following departments: the Bookstore, Security, Registration Office, Accounting, and any other departments as determined by Student Affairs.
 13. The Registration Office prepares and releases the official graduation certificates and degrees and maintains copies of these documents.

Dismissal

Dismissal from the college will occur in the following circumstances

1. A student will be dismissed if he obtains a maximum of three consecutive academic probations as the result of his cumulative GPA being less than 1.00 out of 4.00. Following the recommendation of the Academic Standing Committee, the Dean may allow the student a fourth opportunity to improve his cumulative GPA by taking additional courses.
2. A college student will be dismissed if he fails to complete the graduation requirements within a maximum additional period equal to one half of the period determined for his graduation in the original program period. The Academic Standing Committee, however, may exempt the student from this restriction and give him the opportunity to complete the graduation requirements within an additional period of maximum duration equal to that of the original program.

Implementation Rules

- a. A student is dismissed if he receives three consecutive academic probations.
- b. Following the recommendation of the Academic Standing Committee, the Dean may allow a student a fourth opportunity to improve his cumulative GPA.
- c. A student is dismissed if he fails to complete the graduation requirements within an additional period equal to one half of the original program's duration.
- d. In exceptional cases, the Dean may allow a student to complete the graduation requirements within an additional period of a maximum duration equal to that of the original program.
- e. The Registration Office informs the student of his dismissal and cancels his enrollment.
- f. A dismissed student is obliged to obtain a clearance form from Student Affairs and have it signed by all the relevant departments as detailed previously among requirements for graduation.

Examinations and Grades

1. On the basis of the recommendation of the relevant program offering the course, the Academic Coordinator verifies the class work score as being not less than 30% of the course final grade
2. On the basis of the recommendation of the program concerned, the Academic Coordinator may approve the inclusion of practical or oral tests in the final examination of any course. The scores to be assigned to such tests will be considered as part of the final examination scores (A23).
3. Upon the instructor's recommendation, the program (which offers the course) may allow the student to complete the requirements of any course during the next term. In such an event, the grade IC will be recorded for the student in his academic record. IC grades are not included in the calculation of the semester and cumulative GPAs until the student obtains his final grade in the course by completing all the requirements. If no change has been made in the IC grade after the lapse of one semester, the IC status will be changed to an F grade which will be included in the calculation of semester and cumulative GPAs.

Implementation Rules

- a. The course instructor may allow the student to complete the course requirements during the following term if there are exceptional circumstances which are beyond the student's control.
- b. The course instructor recommends assigning an IC grade after identifying the work and the time required to complete the course requirements.
- c. The course instructor should submit a report to the program coordinator indicating the reasons and justifications for assigning the IC grade, and indicating the work and time required to complete the course.
- d. Based on the instructor's recommendations, the program coordinator may allow the student to complete the course requirements during the following semester.
- e. The student must complete the course requirements by the end of the next regular semester. However, exceptions may be made in the following cases:
 - Students registered in the coop program may, with the approval of the program coordinator, delay completion of the course for an additional regular semester.
 - Students with an IC grade before registering for the coop program may be allowed to complete incomplete courses within a maximum period of one regular semester after completion of the coop program.
- f. When the student completes the course requirements within the specified period, the course instructor changes the student grade from IC to the new earned grade. This takes place within a maximum period of one semester after the end of the term during which the student earned the IC grade. The instructor also informs the Registration Office of the grade change.
- g. The Registration Office changes the grade to F and informs the student and program coordinator accordingly, if the grade has not been changed by the instructor within the specified period.
- h. If the student has registered for a course in the term following the semester in which he previously earned an IC grade and the said grade has not been changed, then the previous grade will be changed to F by the Registration Office.
- i. If a student has an IC grade, this results in the suspension of the student's academic standing during that semester. This also includes the suspension of distinction (honor) status.
- j. No student is allowed to register for a course in which he earned a grade of IC in the course

prerequisite.

4. The class work score is evaluated either by oral and practical examinations, research, other class activities, or some or part of all the aforementioned, and at least one written examination; or by at least two written examinations.
5. Courses involving symposia, research, or field work, or courses of a practical nature, may be excluded from some or all the rules of 1, 2, and 4 following a decision by the Academic Coordinator and the recommendation of the department teaching the course. The Academic Coordinator identifies alternative ways to evaluate the student's achievement in such courses (A26).
6. If any course of a research nature requires more than one semester for its completion, the student will be assigned an IP grade, and after the completion of the course, the student will be given the grade he has earned. However, if he fails to complete the course on time, the department teaching the course may approve the assignment of an IC grade for this course in his record (A27).
7. The grades a student earns in each course are calculated as follows (A28):

Percentage	Grade	Grade Code	GPA (Out of 4.00)
95 – 100	Exceptional	A+	4.00
90 – less than 95	Excellent	A	3.75
85 – less than 90	Superior	B+	3.50
80 – less than 85	Very Good	B	3.00
75 – less than 80	Above Average	C+	2.50
70 – less than 75	Good	C	2.00
65 – less than 70	High Pass	D+	1.50
60 – less than 65	Pass	D	1.00
Less than 60	Fail	F	0.00

Implementation Rules

- a. The student's final course grade will be one of the above nine levels and his grades will be calculated in accordance with this table. The course instructor may consider both the grade average and the standard deviation in determining the end-of-course grade which reflects the student's achievement in the course. The Registration Office will be informed of the student's final grades via the forms prepared for this purpose.
- b. The grade AU will be assigned to students who attend a course as auditors without being given any grades, regardless of their performance in the course. The effect of this assignment on the student's cumulative or semester grade is the same as the grade "no grade pass" or NP. The instructor informs the Registration Office in the event of such a student being absent for more than one third of the classes, in which case the course will be eliminated from his record.

- c. The grades NP or F are assigned for courses offered on the basis of pass or fail, such as thesis and summer internship.
- d. The grade WP may be given to a student who officially withdraws from all courses after the permitted withdrawal deadline. Such a grade will be given upon the instructor's confirmation that the student's performance was satisfactory and that his unexcused absences were less than 20% of the lecture and laboratory sessions scheduled for the course at the time of withdrawal. This grade does not affect the student's cumulative GPA.
- e. The grade WF is assigned to a student who officially withdraws from all courses after the permitted withdrawal deadline, if his performance was unsatisfactory. A student who obtains such a grade is considered as having failed this course.

8. Based on the cumulative Grade Point Average achieved by a graduating student, his graduation rank is assigned to one of the following levels (A29).

	Level	Range of Cumulative GPA
1.	Excellent	3.50 – 4.00
2.	Very Good	2.75 – less than 3.50
3.	Good	1.75 – less than 2.75
4.	Pass	1.00 – less than 1.75

9. First-honors will be granted to graduating students who achieve a cumulative GPA of 3.75 - 4.00 (out of 4.00). Second-honors will be granted to graduating students who achieve a cumulative GPA of 3.25 - less than 3.75 (out of 4.00) (A30).

Distinction	Requirements	
	Semester GPA	Quality Points
First Distinction	3.75 – 4.00	60 or above
Second Distinction	3.50 – 3.74	56 or above
Third Distinction	3.00 – 3.49	48 or above

In order to be eligible for first or second-honors the student:

- must not have failed in any course at the college/university he is currently attending, or any other college/university;
- must have completed all graduation requirements within a period of duration ranging between the maximum and minimum limits for completing the program of study in a college;
- must have completed 60% or more of the graduation requirements at the college/ university from which he graduates.

Implementation Rules

- Third-honors will be granted, at the time of graduation, to students who achieve a cumulative GPA of more than 3.00 (out of 4.00), and the conditions for offering first and second-honors do not apply. However, they must fulfill the terms of the above paragraph (b) and paragraph (c).
- At the end of each semester, the Registration Office records the names of distinguished students on the college distinction list, on the basis of their semester GPA and the quality points earned in this semester.
- A student earns the rank of ‘Excellent’ for an academic year if he achieves one of the distinction ranks in both the first and second semesters of that year.
- A student receives one half of his distinction reward remuneration in the semester in which he achieves any of the above distinction ranks.

Final Examination Procedures

1. The Academic Coordinator may set up a committee to coordinate with the departments in organizing the activities related to the final examination. This committee's charges should include reviewing of mark sheets and submitting them to the relevant committee within three days from the examination date of the course (A31).

Implementation Rules

All final grades must be submitted to the Registration Office by the deadline specified in the academic calendar.

2. The Academic Coordinator applies the principle of strict confidentiality in the final examinations procedures (A32).

Implementation Rules

Course instructors should prepare examinations in strict secrecy and confidentiality. The instructor alone is responsible for having the exams printed and for their storage after printing.

3. A course instructor prepares the examination questions. However, if the need arises, the Academic Coordinator may assign another teacher to do the same, based on the recommendation of the program coordinator (A33).
4. A course instructor grades the final examination papers and if necessary the program coordinator may assign one or more additional instructors to participate in the grading process. The Academic Coordinator may also assign the grading process to another instructor when the need arises (A34).

Implementation Rules

In the case of common examinations for a multi-section course, the grading of the examination may be assigned to course instructors regardless of which sections they teach.

5. The instructor who corrects the final exam, and records the marks obtained by students on the designated grade list, signs his name on the grade sheet and has it countersigned by the program coordinator (A35).

Implementation Rules

- a. A course instructor enters the students' grades on the forms prepared by the Registration Office for this purpose and signs them.
 - b. The course instructor submits the student grade forms to the program coordinator for his approval.
 - c. The course instructor must himself submit these forms to the Registration Office by the deadline fixed.
 - d. No grade shall be reviewed or changed after the submission of the grade sheets to the Registration Office without a written request from the course instructor elaborating and explaining the occurrence of the mistake(s). Such requests must be endorsed by the program coordinator, the Academic Coordinator and the Dean of the College. The Registration Office should be informed of these changes no later than the beginning of the final examination period of the next term. The corrected grade will appear in the student's record.
6. No student is to be given more than two examinations in one day. The Academic Coordinator may allow for exceptions to this rule (A36).

Implementation Rules

- a. The Registration Office schedules the final examinations in such a way that no student is given more than two exams on the same day.
 - b. Every semester the Registration Office prepares the schedule of the final examinations listing the date, time and location of examinations. The following considerations are involved:
 - The final examinations schedule must be maintained free from conflicts.
 - The classrooms and auditoria in which the examinations will be held are reserved.
 - The departments and students are informed by an announcement of the schedule of final examinations at least one week before the commencement of the final examinations period as specified in the college's academic calendar.
 - c. All course instructors and students should abide by the examination schedule prepared by the Registration Office.
 - d. In the event of a conflict in a student's final exams, the course instructors should provide make-up examinations for such courses with the approval of the Registration Office and the program coordinator concerned. The makeup exam is to be given during the final examination period.
 - e. The schedule of a final examination of a certain course may be changed for justifiable reasons upon the recommendation of the course instructor and the program coordinator. The Registration Office decides on such cases. The recommended new date and time of the final exam of this course must fall within the final examination period.
 - f. An instructor of a course which does not require final examinations, as per its approved description, may give alternative examinations or homework assignments for the students instead of the final examination.
7. No student will be allowed to sit for a final examination after the lapse of 30 minutes from the beginning of the examination. Also, no student will be allowed to leave the examination venue less than 30 minutes after the beginning of the examination (A37).
8. Cheating, or attempting to cheat, or violating instructions and examination regulations shall render the offender subject to punishment in accordance with the Student Disciplinary Rules, as issued by the Student Affairs Committee (A38).

Implementation Rules

- a. Cheating is an act of dishonesty and faculty members and students must maintain trust and honesty to ensure and protect the integrity of grades.
- b. All academic work or requirements assigned to a student must be carried out by him without any unauthorized aid of any kind.
- c. Instructors must exercise due professional care in the supervision and verification of academic work so that honest effort on the part of the students will be positively encouraged.
- d. If any instance of dishonesty by a student, in homework assignments or any other requirements of the course, is discovered by an instructor, it is his responsibility to take appropriate action. Based on his judgment of each particular case, he should, for instance, give a zero grade for that particular assignment or homework. The instructor will notify the program coordinator about the incident in writing who, in turn, will submit the case to the attention of the Academic Coordinator. After deliberating the

- case, the Dean may approve the instructor's decision(s), or else if further action is required, refer it to the Student Affairs Committee for review, which will submit its recommendation to the Dean of the College. A student has the right to appeal to Student Affairs within one week of notification of a disciplinary decision.
- e. A course instructor or a supervisor of a course examination who discovers that a student is cheating or attempting to cheat in any of the written examinations must give the student a zero grade in that examination. He should also submit a report containing his recommendation to the program coordinator offering the course. Based on his judgment of each particular case, the course instructor may additionally choose to take further action such as to give the student an 'F' grade in that course. The program coordinator should submit his report on the case to the Academic Coordinator. After deliberating the case, the Dean may approve the instructor's decision(s), or else if further action is required refer the case to the Student Affairs Committee for review. That committee would then submit its recommendation to the Dean for appropriate action based on the Student Disciplinary Rules.
9. If the need arises, the program which offers the course may agree to the re-grading of examination papers within a period not exceeding the beginning of the next term's examinations (A39).

Implementation Rules

- A student who feels strongly that he has received a grade that is demonstrably inaccurate, or that the grading was unfair, must promptly discuss the matter with the instructor of the course. If the student and his instructor are unable to arrive at a mutually agreeable solution, the student may forward an official appeal to the course's program coordinator, no later than the end of the fourth week of the next semester. The program coordinator will investigate whether the appeal is justified by reviewing the instructor's evaluation of the student based on the student's class work and final examination scores. The program coordinator will then take appropriate action, if he deems it necessary, by submitting the student's appeal to the Academic Coordinator.
10. Following the recommendation of the relevant department, the Academic Coordinator determines the duration of the final written examinations which, in any case, should not be less than one hour and not more than three hours' duration (A40).
 11. Consistent with the provisions of Final Examination Procedures of this document, the Academic Coordinator establishes the regulations that govern the final examination procedures (A41).

Transfer

Transfer from outside the college

1. The transfer of a student from outside the college may be accepted under the following conditions (A42).
 - a. The student should be enrolled at a recognized college/university.
 - b. The student must not have been dismissed from that college/university for disciplinary

reasons.

- c. The student must satisfy the transfer provisions as determined by the Academic Coordinator.

Implementation Rules

All transfer applications are submitted to the Academic Standing Committee which studies the application and ensures that the applicant fulfills the requirements in (1), in addition to any other provisions the committee deems necessary, in coordination with the programs concerned.

2. The Academic Coordinator shall review the courses taken by the student outside the college based on the recommendations of the programs which offer equivalent courses. The courses evaluated as equivalent will be transferred to the student's record but will not be included in the calculation of his cumulative GPA.

Implementation Rules

In order to get a transfer of credit for any course taken outside the College, the student should:

- a. have obtained grade of 'C' or higher in that course;
 - b. have taken the course at a recognized college/university; and
 - c. have taken a course equivalent in all respects to one of the courses which are included in the College degree requirements. However, the grade earned by the student in the course is not included in the student's cumulative GPA.
3. If, after his transfer, it is discovered that a student had been dismissed from his previous college/university for disciplinary reasons, his enrollment will be considered canceled as from the date of acceptance of his transfer to the College (A44).
 4. The transfer of a student from a college/university to DCC during any semester takes place in accordance with the procedures and the dates announced by DCC, under the general transfer rules (A45).

Transfer from one program to another program

A student may transfer from one program to another program in accordance with college rules (A46).

Implementation Rules

1. With the approval of the program coordinator and the Dean, a student may change from one major to another major according to the rules established by the college.
 - a. A student may transfer from one major to another within the college at any time before he completes the third academic level. The College Council may consider exceptional cases where students have already completed the third level.
 - b. The change will be recorded in the academic record of the student at the beginning of the term following the change.
 - c. A student is allowed a maximum of two changes from one major to another. The Dean may consider exceptional cases.

2. The academic record of a student transferring from one major to another will include all the courses the student has taken, including the grades and both the semester and cumulative GPAs obtained throughout his period of study at the College (A47).

General Rules

1. These regulations supersede all the preceding rules and regulations established for study and examinations at the undergraduate level.
2. The Dean may set up implementation rules which will not contradict these regulations.

Implementation Rules

The Dean reserves the right to interpret and amend the implementation rules accompanying these regulations.

3. H.E. the Rector of KFUPM reserves the right to interpret these regulations.

ACADEMIC RECORDS AND GRADE CODES

Academic Record

The academic record is a statement which explains the student's academic progress. It includes the courses studied in each term with course numbers, codes, number of credit hours, the grades attained and the codes and points of these grades. The record also shows the semester, cumulative GPA and the student's academic status in addition to the courses from which a transferred student is excused.

Grade Codes			
Letter Grades	Marks	Points	Grades in English
A+	95 – 100	4.00	Exceptional
A	90 – less than 95	3.75	Excellent
B+	85 – less than 90	3.50	Superior
B	80 – less than 85	3.00	Very Good
C+	75 – less than 80	2.50	Above Average
C	70 – less than 75	2.00	Good
D+	65 – less than 70	1.50	High Pass
D	60 – less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	-	-	In-Progress
IC	-	-	Incomplete
DN	-	0.00	Denial
NP	60 or above	-	No grade-pass
NF	Less than 60	-	No grade-fail
W	-	-	Withdrawn

TABLE 1: EXAMPLE OF THE CALCULATION OF SEMESTER AND CUMULATIVE GPA

Second Semester					
Course	CR Hrs	Mark	Grade	Points	Quality Points
IAS	2	96	A+	4.00	8
ACCT	3	82	B	3.00	9
MATH	4	71	C	2.00	8
CIT	3	81	B	3.00	9
Total	12				34

Quality Points = Cr Hrs x Points

$$\text{First Semester GPA} = \frac{\text{Total Quality Points (36.25)}}{\text{Total Credits (12)}} = 3.02$$

$$\text{Second Semester GPA} = 34/12 = 2.83$$

$$\text{Cumulative GPA} = \frac{\text{Total Quality Points (36.25 + 34)}}{\text{Total Credits (12 + 12)}} = 2.93$$

TABLE 2: THE GRADING SYSTEM APPLICABLE AT DCC

Grade Codes			
Letter Grades	Marks	Points	Grades in English
A+	95 – 100	4.00	Exceptional
A	90 – less than 95	3.75	Excellent
B+	85 – less than 90	3.50	Superior
B	80 – less than 85	3.00	Very Good
C+	75 – less than 80	2.50	Above Average
C	70 – less than 75	2.00	Good
D+	65 – less than 70	1.50	High Pass
D	60 – less than 65	1.00	Pass
F	Less than 60	0.00	Fail
IP	-	-	In-Progress
IC	-	-	Incomplete
DN	-	0.00	Denial
NP	60 or above	-	No grade-pass
NF	Less than 60	-	No grade-fail
W	-	-	Withdrawn
WP	-	-	Withdrawn with Pass
WF	-	0.00	Withdrawn with Fail
AU	-	-	Audit

Logging in the SISWEB for First time

To check your Schedule, Attendance, Midterm Warning, Transcript, Grades teachers' Evaluation

<https://www.dcc.kfupm.edu.sa/sisweb/>

Log in by entering you Student ID as username and password

Student Information System

[About SISWEB](#) [Comments](#) [Manuals](#) [Change Password](#)

NOTE: If you are Signing In for the first time, it is highly recommended that you change your password. Students are responsible for their passwords.

Sign In

Remember: UserName should be lower case

User Name:

Password:

Sign In

[Find Your Advisor](#)

[DCC Website](#)

Need Help? [Click Here for Registration System Manuals](#)

DCC - All Rights Reserved
For comments and concerns please e-mail at: sis@dcc.kfupm.edu.sa

If you are using the Registration System for the first time, you must change your password.

Change Password

1 – Enter Username
2 – Enter Password
Your username and password is the same as your Student ID

**Welcome to the Registration System
Please Sign In**

Remember: UserName should be lower case

UserName

Password

Sign In

Change Password

Enter your Username in UserName text area and your password in the Old Password text area.

Change Password

UserName

Old Password

New Password

Retype New Password

Cancel **Change**

Enter your New password here and **retype** it below to confirm the password. Then Click the **Change** button to change it.

Changing and maintaining the password is student's responsibility

Click on the appropriate button to check your Schedule, Attendance, Midterm Warning, Transcript, Grades, Teachers' Evaluation

Select	▼	Registration
20213	▼	Absences
20213	▼	Mid Term Warning
		Get Schedule
20213	▼	Grades
		Teachers' Evaluation

Unofficial Transcript
Degree Audit Report
Select Prospective Major

How to do Early Registration

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on Registration button

Step 3: select the courses from the list by pressing add. After adding all course please press submit.

Transcript Degree Audit Report
 Department: ALL
 Course: ALL

Press Submit when finished registering for all courses

Please Add Courses from the List Below

	Course	CrdHrs	CourseName	Sec	Act	Starts	Ends	Days	Instructor	Room
Add	ACCT199-3	0	Summer Internship	1	LAB	8:00	16:00	UMTWR	AL AMOUDI, S.	-229
Add	CIT199-3	0	Summer Internship	1	LAB	8:00	16:00	UMTWR	AL AMOUDI, S.	-203
Add	ENGL02FH-4	4	Prep ENGL Module 2	1	LEC	11:00	11:50	UMTWR	SALAWU, H	117
Add	ENGL02FH-4	4	Prep ENGL Module 2	1	LEC	13:00	13:50	UMTWR	SALAWU, H	117
Add	ENGL02FH-4	4	Prep ENGL Module 2	1	LEC	14:00	14:50	UMTWR	SALAWU, H	117
Add	ENGL02FH-4	4	Prep ENGL Module 2	1	LEC	10:00	10:50	UMTWR	SALAWU, H	117
Add	ENGL04FH-4	4	Prep ENGL Module 4	1	LEC	14:00	14:50	UMTWR	RAILTON, J.	125
Add	ENGL04FH-4	4	Prep ENGL Module 4	1	LEC	11:00	11:50	UMTWR	RAILTON, J.	125
Add	ENGL04FH-4	4	Prep ENGL Module 4	1	LEC	10:00	10:50	UMTWR	RAILTON, J.	125
Add	ENGL04FH-4	4	Prep ENGL Module 4	1	LEC	13:00	13:50	UMTWR	RAILTON, J.	125

Registered Courses for semester 20213

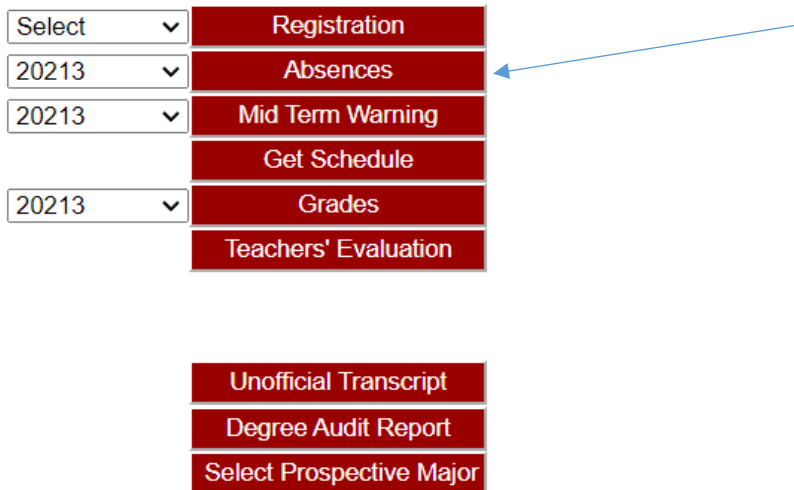
Total Credit Hours: 0

Press Submit when finished registering for all courses

Check Your Attendance (For Prep-year only)

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on Absences button



The screenshot shows a vertical menu with several options. The 'Absences' button is highlighted with a blue arrow pointing to it from the right. The menu items are: Select (dropdown), Registration, 20213 (dropdown), Absences, 20213 (dropdown), Mid Term Warning, Get Schedule, 20213 (dropdown), Grades, Teachers' Evaluation, Unofficial Transcript, Degree Audit Report, and Select Prospective Major.

Step 3: Select the course for which you would like to see the absences by clicking on view

Course	Section	
ENGL02FH-4	1	View

Step 4: View the absences

Course: ENGL02FH-4

Section: 1

Absences: 6

Excused: 0

UnExcused 6

Week	Time	Days	Sun	Mon	Tue	Wed	Thur	Total	Excuse
1	10:00	UMTWR	A		A			2	
1	11:00	UMTWR	A		A			2	
1	13:00	UMTWR			A			1	
1	14:00	UMTWR			A			1	

Confirm and View your Schedule

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on Absences button

Select	▼	Registration
20213	▼	Absences
20213	▼	Mid Term Warning
		Get Schedule
20213	▼	Grades
		Teachers' Evaluation

Unofficial Transcript
Degree Audit Report
Select Prospective Major

Step 3: Click on “I Confirm”

Office of the Registrar Confirmation Page

Date: 6/13/2022

Please Confirm to get your Schedule for Term 20213

I hereby Confirm that i will be taking the above stated Term.

I Confirm

Step 4: View your Schedule with class times and rooms

Please note U = Sunday, M = Monday, T = Tuesday, W = Wednesday, R = Thursday

Term: 20213 Degree: Prep-Year
 Schedule: Confirmed
 Total Credit: 4 U: Sunday, M: Monday, T: Tuesday, W: Wednesday, R: Thursday.

Code	Course	Crd	Activity	Section	Teacher	Days	Time Start	Time End	Room
ENGL02FH-4	Prep ENGL Module 2	4	LEC	1	SALAWU, H	UMTWR	10:00	10:50	117
ENGL02FH-4	Prep ENGL Module 2	0	LEC	1	SALAWU, H	UMTWR	11:00	11:50	117
ENGL02FH-4	Prep ENGL Module 2	0	LEC	1	SALAWU, H	UMTWR	13:00	13:50	117
ENGL02FH-4	Prep ENGL Module 2	0	LEC	1	SALAWU, H	UMTWR	14:00	14:50	117

Check Midterm Warning

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on Mid Term Warning button

The screenshot shows a vertical menu with several options. A blue arrow points to the 'Mid Term Warning' option, which is highlighted in a darker red color. The other options are: Registration, Absences, Get Schedule, Grades, Teachers' Evaluation, Unofficial Transcript, Degree Audit Report, and Select Prospective Major.

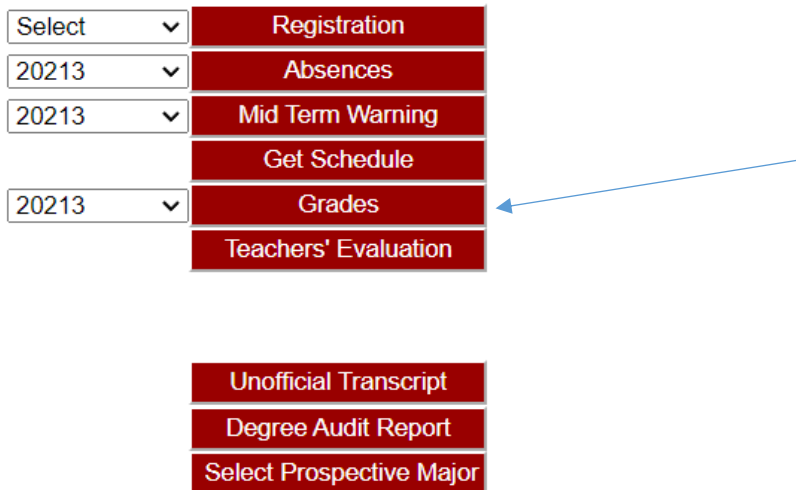
Step 4: Click on “View Midterm Warning” besides the Course you want the midterm warning for

Course	Section	
ENGL02FH-4	1	View Midterm Warning

View Final Grades

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

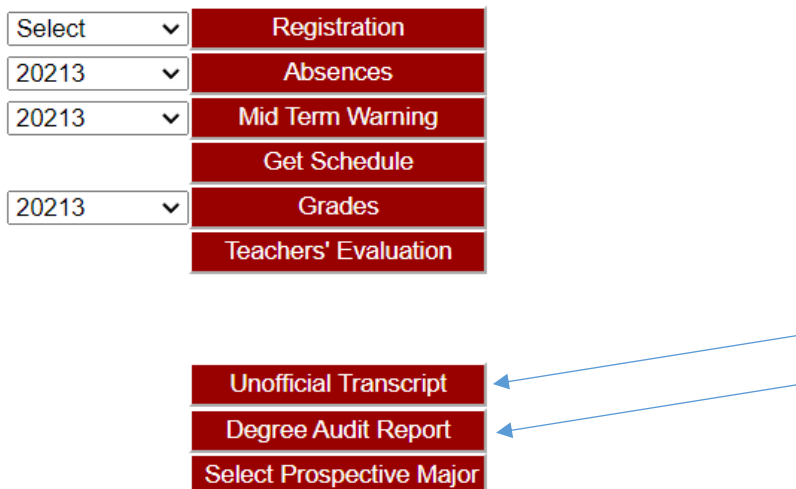
Step 2: Select semester and click on Grades button



View Unofficial Transcript or Degree Audit Report

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on Grades button

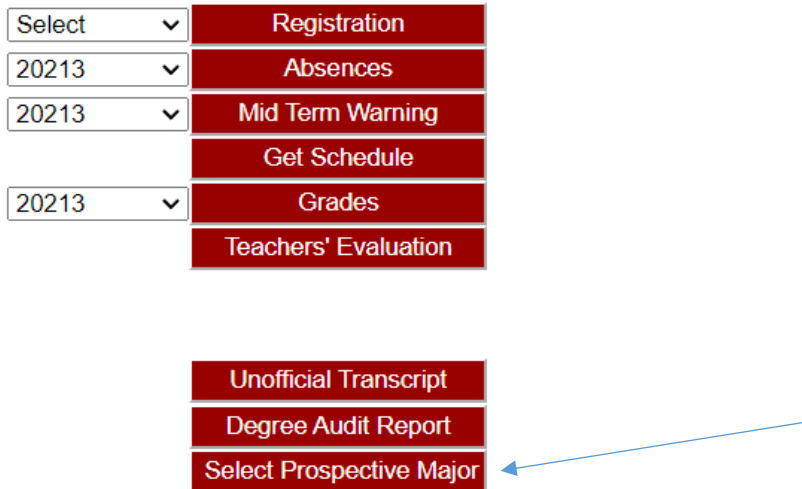


Select Major

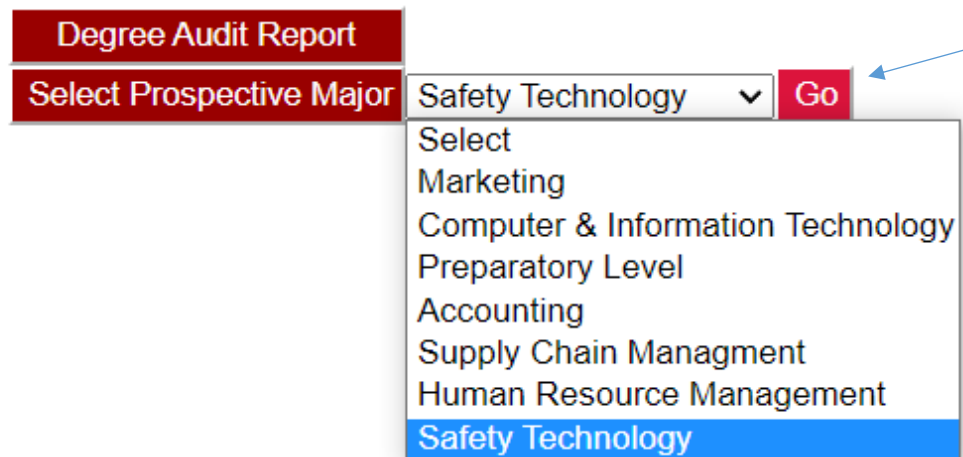
During final semester of your prep-year you must select a prospective major

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on “Select Prospective Major” button



Step 4: Select Major from the drop down list and press Go



Submit Teachers' Evaluation

Step 1: Log in to SISWEB <https://www.dcc.kfupm.edu.sa/sisweb/>

Step 2: Select semester and click on "Teachers' Evaluation" button

Select	Registration
20213	Absences
20213	Mid Term Warning
	Get Schedule
20213	Grades
	Teachers' Evaluation

Unofficial Transcript
Degree Audit Report
Select Prospective Major

Step 3: Select the course for which you want to submit the evaluation by clicking on "Enter"

	Course	Sec	Activity
Enter	ENGL02FH-4	1	LEC

Step 4: Select your answers from the dropdown menu and click on submit. You can write comments in the comment box as well.

1. Your Class is: 2. Your GPA is:

3. Your Expected grade in the course is:

Comments (optional): Please limit to 300-400 characters

Questions	Answer	Arabic
4 The textbook is suitable for this course	<input type="text"/>	الكتاب المستخدم مناسب للمقرر 4
5 The textbook is easy to understand	<input type="text"/>	الكتاب المستخدم سهل الفهم 5
6 The textbook has sufficient examples and problems	<input type="text"/>	يحتوي الكتاب على أمثلة وتمارين كافية 6
7 The textbook has many mistakes	<input type="text"/>	يحتوي الكتاب على العديد من الأخطاء (مثل) 7