



**College of Engineering**  
**The Office of Assistant Dean for Undergraduate Studies (ADUS)**  
**Summer Pre-Registration Instructions and Procedure**

➤ **Registration Procedure:**

**Step # 1:** Visit your advisor to discuss and decide on your Summer course load. If your advisor is not available at the university during pre-registration period, then please visit the Head of Department or the Assistant Dean to assign you an advisor temporally.

**Step # 2:** Now open the file “Summer Pre-Registration Form”. Fill out this form in **Computer Labs # 0014 or 0015**. Make sure that your form is complete by filling out the highlighted fields. Use **only English** to fill out the form. Advisor extension can be kept blank. Please use the registration form to register any course form the College of Engineering or any other colleges in the university. No pen editing is allowed except signatures.

**Step # 3:** Make sure that a barcode appears below each course box and it changes as you fill in the fields. Check out the attached video.

**Step # 4:** Print out the form. The **barcodes** must appear on the printed hardcopy.

**Step # 5:** After printing out the form, sign the registration form.

**Step # 6:** Submit the signed registration form to Mrs. Saida Al-Mashaikhi (Office # 2020) or Mrs. Sophia (Office # 2027) in the Office of Assistant Dean for Undergraduate Studies (ADUS) located in the College of Engineering East Building.

**Step # 7:** Collect your **stamped receipt slip** from the coordinators (Mrs. Saida or Mrs. Sophia). Please keep the slip to claim your registration in the future, if needed. Without the stamped receipt slip, your claim will be unfortunately denied.

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|  |



Date: \_\_\_\_\_

Sultan Qaboos University  
College of Engineering  
**Summer Pre-Registration Form**

|                     |               |              |
|---------------------|---------------|--------------|
| Student Name: _____ |               |              |
| ID: _____           | Cohort: _____ | Major: _____ |

|  |   |  |
|--|---|--|
| <b>Load Status:</b>                                    | <input type="checkbox"/> Normal         | <input type="checkbox"/> Extra Load  |
| <b>Probation:</b>                                      | <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Probation 0 <input type="checkbox"/> Probation 1 <input type="checkbox"/> Probation 2 |
| Credits completed ( <i>Including Spring semester</i> ) | Sem. GPA:                               | Cum. GPA:  |

| Course 1   |            |                |
|--|------------|----------------|
| Code: _____  | Cr.: _____ | Section: _____ |
| Title: _____   |            |                |
| <i>Tick (✓) the most critical to your case:</i><br><input type="checkbox"/> This course is in my Study Plan (Scheme II).<br><input type="checkbox"/> I need the course in order to graduate in Summer or Fall.<br><input type="checkbox"/> This course is a key pre-requisite for a course to be offered only in Fall.<br><input type="checkbox"/> I need the course to specialize after Summer.<br><input type="checkbox"/> I just finished the Foundation Program. |            |                |
|  |            |                |

| Course 2   |            |                |
|--|------------|----------------|
| Code: _____  | Cr.: _____ | Section: _____ |
| Title: _____   |            |                |
| <i>Tick (✓) the most critical to your case:</i><br><input type="checkbox"/> This course is in my Study Plan (Scheme II).<br><input type="checkbox"/> I need the course in order to graduate in Summer or Fall.<br><input type="checkbox"/> This course is a key pre-requisite for a course to be offered only in Fall.<br><input type="checkbox"/> I need the course to specialize after Summer.<br><input type="checkbox"/> I need a second course for Summer registration. |            |                |
|  |            |                |

I, the student, hereby understand that: 1. Failure to complete the form or provide incorrect information intentionally or unintentionally will waive my right for summer registration. 2. Summer registration is subject to seat availability with the prioritization set per the decision of the College and that the student has no right for reconsideration because of bad selection of course and/or section.

**Student Signature:** \_\_\_\_\_

**Advisor Name:** \_\_\_\_\_

**Ext.** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_



**For ADUS Office use only.**

Name: \_\_\_\_\_

ID: \_\_\_\_\_

Course1: \_\_\_\_\_

Course 2: \_\_\_\_\_

STAMP

**Important Note:** No claim of submission will be accepted without the stamped receipt.