



COMSATS University Islamabad, Lahore Campus
REGISTRATION PROCESS (FALL 2020)

For Students

<u>Activities</u>	<u>Action to be taken by</u>	<u>Deadline</u>	<u>Responsibilities</u>
Online Registration For Fee paid in time students:	Only fee paid students will register him/herself through cuonline console. Registration of Fall 2020 will be considered provisional. Provisional registration will be suspended, if any discrepancy is found during the scrutiny of registered courses.	During registration week	Student
For course add/drop	1. After the deadline of online registration, students will contact to nominated advisors of their concerned department for add/drop of the courses of Fall semester 2020.		
Cases of 1 st & 2 nd Half DI Undergraduate program students	1. First half DI undergraduate program students will give re-admission request form along-with the online clearance and undertaking on legal paper to concerned department for re-admission in First semester i.e. Fall semester 2020 (last chance) before the start of semester. 2. Second half DI undergraduate program students will give re-admission/review application request form along-with the registration form and undertaking on legal paper to concerned department for resumption of studies in same previous semester (last chance) in which he/she is dismissed in 2 nd half in his/her studies within one week start of semester.	As per Semester Calendar	



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For Registration Branch

<u>Activities</u>	<u>Action to be taken by</u>	<u>Deadline</u>	<u>Responsibilities</u>
Course offering and Teacher allocation	A focal person nominated by the registration branch will offer the courses and make the teacher allocation as per Scheme of Studies provided by the concerned department		Registration Branch
1st Half of DI Re-admission in First semester (Undergraduate program)	A focal person nominated by the registration branch will register the students after fulfillment all the prerequisite formalities provided by the concerned department as well as student.	One week start of semester	
2nd Half DI students Repeat in same previous semester (Undergraduate program)			
Audit of course offering, allocation and registration	A focal person nominated by the registration branch will make sure that registration and offering has been done as per policy. If any discrepancy is found during the audit, their registration will be suspended till resolution of the issue.	After completion the registration process (one month)	
Problematic and Late fee students:	Registration branch will register their courses as per approval of Competent Authority on case to case basis.	As per approval of Competent Authority	
In case of any discrepancy:	In case of any discrepancy, the student will be informed via SMS/email (available on form) within 48 hours by the representative of registration branch and provisional registration will be held in case of any defaulter.	After receiving the students' registration form	



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For concerned department

Activities	Action to be taken by	Deadline	Responsibilities
Registration for Fall semester 2020	<p>Concerned nominee/batch advisors will advise to students for add/drop of the courses to be registered in Fall semester 2020 by viewing his/her failed/pending, pre-requisite, course work load (not less than 12 & more than 21 for regular students) and section change of a course, (repeated in term of C policy for graduate program) as per notified Scheme of Studies and as per rules.</p> <p>Concerned departmental Coordination officer/batch advisor will add their courses through coordinator module.</p>	As per Semester Calendar	Concerned department
Cases of 1 st & 2 nd Half DI students (Undergraduate program)	<p>1st Half DI Concerned department will be responsible to send students' request form duly recommended by the HOD (concerned) till one week of the start of semester along-with the documents of Affidavit, clearance certificate available at registration branch as well as department.</p> <p>2nd Half DI Concerned department will be responsible to send students' request form duly recommended by the HOD (concerned) till one week of start of semester along-with the documents registration advice & Affidavit available at registration branch as well as department.</p>		
Scheme of Studies	Scheme of Studies will be available on the following link : http://cuonline.comsats.edu.pk/publicaccess/		
Account Defaulter	Account defaulter students will not be registered without prior approval.		
Paid/unpaid students list	Account department will share list of defaulters and paid students to concerned department on daily basis.	Daily basis	Account Section
General Instructions for all stake holders along with the students:			
In case of undergraduate programs			
	<ul style="list-style-type: none"> ✓ Regular student has to maintain minimum 12 and Maximum 21 Cr. Hrs workload in a semester. ✓ A student already on probation is automatically dismissed (DI) if he/she attains a second successive probation. ✓ A student (undergraduate program) who is dismissed from studies in the 2nd half of the degree program (from 5th semester onward for a bachelor degree and 3rd semester onward for a master' degree), upon filling a review application, he/she may be allowed to give one chance to repeat from the same semester (same courses) in which "DIS" status was assigned. ✓ Registration of only ONE extra credit hours beyond 21 credit hour, in a semester may be approved by the Dean only in the terminal semester. A student must be registered in at least 12 credit hours of course working during a semester. ✓ A student may be allowed to withdraw a course or whole semester within the notified withdraw date as per semester calendar failing which no request shall be entertained. A withdrawn course shall not result in academic penalty. However, in this case course/semester fees shall not be allowed to roll over. 		



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<ul style="list-style-type: none">✓ A student may be allowed to freeze a semester before the commencement of classes with the permission of Competent Authority.✓ Students are strictly advised to follow the minimum and maximum time duration of completing a certain degree program otherwise they will not prescribed be eligible for grant of Medals, in case minimum duration is crossed, and for DEGREE, in case maximum duration is crossed.
In case of graduate programs
<ul style="list-style-type: none">✓ Continous registration is required for all graduate students. They can maintain graduate status, each semester, by paying fees and officially registereing for the course to be studied. Graduate students who fail to registered are not considered to be students.✓ If a student fails to registered in any semester he/she will loose his/her graduate status. Re-admission is mandatory for such scholars to continue their studies.✓ The graduate scholar who is unable to maintain his/her graduate status, due to non registration in any semester of their study, he/she can apply for re-admission in the very next semester on submission of written application to the concerned department before the start of semester. It will be duly recommended by respective supervisor, HOD and Chairman, approved by the Concerned Dean and will be notified by the registrar office✓ If a Graduate student obtains C or lower grade in more than one (1) course, in First Semester examination results, he/she will be dismissed (DI) from studies and his/ her admission shall stand cancelled.✓ If a Graduate student obtains or accumulates C or lower grade in more than two (2) courses in a graduate program, in second or any subsequent Semester examination results, S/he will be dismissed (DI) from studies and his/ her admission shall stand cancelled.✓ If a Graduate student having C or lower grade in One (1) course, in First or any other semester examination results, gets C or lower grade in one (1) more course during subsequent semesters, resulting to accumulation of C or lower grade in maximum of two (2) courses, s/he will be allowed to register in next semester, with probation (PB) status, and will have only one chance to improve the result of courses with C grades, if the only chance of improvement not availed previously.
Noted please: During the registration of the students, batch advisor will ensure the following:
<ul style="list-style-type: none">✓ Violation of pre-requisite, pass out, DI, etc. will not be accepted. In case of non-registration or failure of a pre-requisite course by a student, he/she will not be allowed to register its sequel course till the time he/she registers and passes pre-requisite course. If a student does not pass the pre-requisite course first, his/her sequel course, if registered and passed, will be deemed as failed.

Note for all:

- Registration will be finalized only for those students who will be free from defaulter list. Provisional registration will be suspended, if any discrepancy was found during the registration audit of Fall semester 2020.
- *Please carefully read the instructions before signing/submitting the add/drop form.*