GENERAL INSTRUCTIONS

(Follow Semester Schedule as per Academic Calendar)

1. **First Semester Student:** First Semester Student courses are registered automatically as per policy. First Semester Student can drop / withdraw subject(s) under limit only. However, from second semester to onward, student can register courses as per his / her choice under limit as per policy.

2. **Course Registration**: is compulsory for all students within due date. Student failing to register courses / apply for freeze of semester (if required) may face admission cancellation as per rules. FIRST Semester cannot be FREEZED under any circumstances.

3. **Pre-Requisite Courses:** are to be registered and passed in advance. Any pre requisite violation may cause delay of transcript / degree issuance. Students can check their Scheme of Studies through LMS and must be careful while in registration process.

4. **Students on Probation: (PRB)** As per rules, Undergraduate Students getting CGPA below 2.00 will be PRB Status and on getting same status in consecutive semester will be Dismissed from studies as per rules and regulations. Therefore, students are advised to please register (minimum courses) their failed courses on Top Priority to avoid Dismissal Status (DI) by getting second consecutive Probation Status.

5. **Maximum Credit Hours**: limits for Undergraduate Programs are 21 credit hours and for Graduate Programs are 12 Credit Hours except final semesters or if total remaining credit hours are below limit as per policy.

6. **Minimum Credit Hours:** limits for Undergraduate Programs are 12 credit hours and for Graduate programs are 3 Credit Hours except final semesters or if total remaining credit hours are below limit as per policy.

7. **Graduate Students (MS PM, MBA 1.5, MS B & F)**
   Students of Graduate Programs (MBA 1.5, MS in Project Management and MS in Banking & Finance) will be awarded GAS / PRB / DI status as per **two C Policy notification** available on LMS. Graduate Students are advised to contact Registrar Office / Management Sciences Department / Student Affairs department if facing any problem in their course registration or email at vcgraduate@vcomsats.edu.pk for guidance.

8. **Drop of any Course:** will not reflect on Transcript. However, Withdrawal of course will be reflected on Transcripts with "WD" tag with no effect on result.

9. **Absent Students:** Student failing to attempt Quizzes / assignments / exams or failing to apply for freeze / withdraw in time may face discipline action leading to Dismissal status as per policy.

10. **Freezing of Semester:** is allowed within due date with paid fee adjustment as mentioned in Semester Schedule. Application / request received after due date will not be entertained as per policy. (first semester not Allowed)

11. **Unfreezing Semester:** Students availed Freezing / withdrawing previous semester (s) are required to must send email / request to unfreeze their semester. By Default, current semester will be enrolled back for all students availed freezing / withdrawing last semester (s).

12. **Undergraduate Students:** Please forward course registration issue at courseregistration@vcomsats.edu.pk

13. All students are strictly advised to forward their queries only on concerned email addresses as mentioned above. Emails sent to irrelevant are not liable to be answered.

Request forwarded through LMS will only be entertained as per policy. No Email will be responded / entertained if request can be forwarded through LMS. Therefore, please use your LMS more than email for any task / request / activity.

Regards,

CIIT VC, Registrar Office

registraroffice@vcomsats.edu.pk