

Minimum and Maximum Credit Hours of Registration

The following table shows the limits for the registration credit hours for a normal semester with average of 16 weeks. However, for summer term a maximum of 6 credit hours are allowed (refer to the modified version of article 44 of bylaws).

GPA	Min credit hours	Max credit hours
GPA < 2 (1 st or 2 nd probation)	Four courses only with credit hours not less or more than 12	
$2 \leq \text{GPA} < 2.75$	15hrs/ 6 summer	15hrs and 6 during summer
$\text{GPA} \geq 2.75$	15hrs/ 6 summer	18hrs and 9 during summer
$2 \leq \text{GPA} < 2.75$ Exit case	15hrs/ 6 summer	can be allowed to register 18 hrs and 9 hrs during summer so as to finish his study
$\text{GPA} \geq 2.75$ Exit case	15hrs/ 6 summer	can be allowed to register 21 hrs and 9 hrs during summer so as to finish his study

Registration of Transition Cases

1. Students left with one, two or three certificate courses:

They can register Diploma with not less or more than 12 credit hours if their $\text{GPA} \geq 2.4$ (GPA of the passed certificate courses only) but first they have to register the certificate courses. An undertaking (shown below) has to be signed by the student and to be kept in his file.

2. Students left with one, two or three diploma courses:

They can register H.D with not less or more than 12 credit hours if their $\text{GPA} \geq 2.7$. Also an undertaking (shown below) has to be signed by the student and to be kept in his file.

3. Students left with one or two higher diploma courses:

They can be allowed to transfer to the Higher College of Technology in Muscat to register for B. Tech. if their $\text{GPA} \geq 3.0$

UNDERTAKING - No.(1)

My Name is
ID.....Department
I am left with: 1 (), 2 (), 3 ()
certificate course/s. My cumulative
GPA in passed courses of certificate
is I am allowed to register
diploma courses with the left
certificate courses such that the total
credit hours is not less or greater than
12hrs.

I do hereby undertake that I am still a
certificate student and not diploma
until I pass the left course/s and get
cumulative certificate $GPA \geq 2.25$.
My specialization will be altered
accordingly. Otherwise if I could not
get the required certificate GPA or I
could not clear the left courses I will
not be allowed to continue the
diploma level.

Name:.....

Signature:.....

Date:.....

تعهد - رقم (1)

إن الطالب
رقم:.....
قسم:.....

تبقى لي من مستوى الإنجاز: مادة () ،
مادتين () ، ثلاث مواد () ولدي معدل
تراكمي GPA في مواد الإنجاز الناجح فيها
يساوي وقد أُسْمِح لي بتسجيل مواد
من الدبلوم بحيث يكون عدد الساعات الكلية
بما لا يزيد أو يقل عن 12 ساعة معتمدة.

أتعهد با زني لا أزال طالب إنجاز ولست
طالب دبلوم حتى اكمل مواد الإنجاز بنجاح
وأحقق معدل تراكمي GPA يساوي أو اكبر
من 2.25 وان تخصصي سوف يعدل وفقا
لذلك وفي حالة عدم حصولي على المعدل
المطلوب او عدم نجاحي في مواد الانجاز
المتبقية سوف لن يسمح لي بالاستمرار في
الدبلوم الا بعد اجتياز مواد الانجاز ولهذا
وقعت.

الاسم:.....

التوقيع:.....

التاريخ:.....

UNDERTAKING -No.(2)

My Name is

ID.....

Department

I am left with: 1 (), 2 (), 3 () diploma course/s. My cumulative GPA in passed courses of the diploma is I am allowed to register courses of higher diploma with the left diploma courses such that the total credit hours is not less or greater than 12hrs.

I do hereby undertake that I am still a diploma student and not higher diploma until I pass the left course/s and get cumulative diploma $GPA \geq 2.5$. My specialization will be altered accordingly. Otherwise if I could not get the required diploma GPA or I could not clear the left courses I will not be allowed to continue the higher diploma level unless I clear the left diploma courses.

Name:.....

Signature:.....

Date:.....

تعهد - رقم (2)

إن الطالب

رقم:.....

قسم:.....

تبقى لي من مستوى الدبلوم: مادة () ، مادتين () ، ثلاث مواد () ولدي معدل تراكمي GPA في مواد الدبلوم الناجح فيها يساوي وقد أُسمح لي بتسجيل مواد من الدبلوم العالي بحيث يكون عدد الساعات الكلية بما لا يزيد أو يقل عن 12 ساعة معتمدة..

أتعهد بأنني لا أزال طالب دبلوم ولست طالب دبلوم عالي حتى أكمل مواد ال دبلوم بنجاح وأحقق معدل تراكمي GPA يساوي أو أكبر من 2.5 وان تخصصي سوف يعدل وفقا لذلك وفي حالة عدم حصولي على المعدل المطلوب او عدم نجاحي في مواد الدبلوم المتبقية سوف لن يسمح لي بالاستمرار في الدبلوم العالي الا بعد اجتياز مواد الدبلوم ولهذا وقعت.

الاسم:.....

التوقيع:.....

التاريخ:.....

Common Registration Problems

1. Registration of a course before checking its prerequisite/s which should be cleared first.
2. Allowing a normal student with GPA ≥ 2 to register courses with less than 15 credit hours during the 1st and 2nd semester.
3. Allowing registering Diploma courses with uncompleted certificate & GPA less than 2.4.
4. Allowing registering Higher Diploma courses with uncompleted Diploma & GPA less than 2.7.
5. Allowing registering transition case with less or more than 12 credit hours.
6. Allowing registering less or more than 12 credit hours for a student under the first or second academic probation.
7. Doing Add & Drop without informing the Reg. Dept.
8. Doing Add & Drop with total credit hours below the minimum.
9. Allowing a student to repeat a certificate course with D or C grade.
10. Allowing a student to repeat a diploma or higher diploma course with grade C or above.
11. Accepting a student to attend in a section in which his/her name is not included in the list. Any transfer or change of section should be through the registration department.
12. Not checking and reporting students who did not register.

Attendance Record

According to article (69) of bylaws, each staff member is accountable to record the student attendance and to check the percentage of absence for critical absence cases of 10%, 20% and 30%. A warning has to be issued for the mentioned cases by the registration department based on the record submitted by the staff member. The following table shows how to calculate the % of absence based on a 14 weeks semester (Likewise, one needs to find the number of weeks per semester according to the academic calendar):

Suppose a staff teaches 3 contact hours/ week then the total hours/semester = $3 \times 14 = 42$ hrs.

% absence = (No of hours of absence / total hours per semester)

No of Absence Hours	Percentage
4.2 or 5 Hours ($4.2 \div 42$)	10%
8.4 or 9 Hours ($8.4 \div 42$)	20%
13 Hours or more ($13 \div 42$)	30% (In this case the student will not be allowed to sit for the final exam in that course).