Course Registration Approval Manual
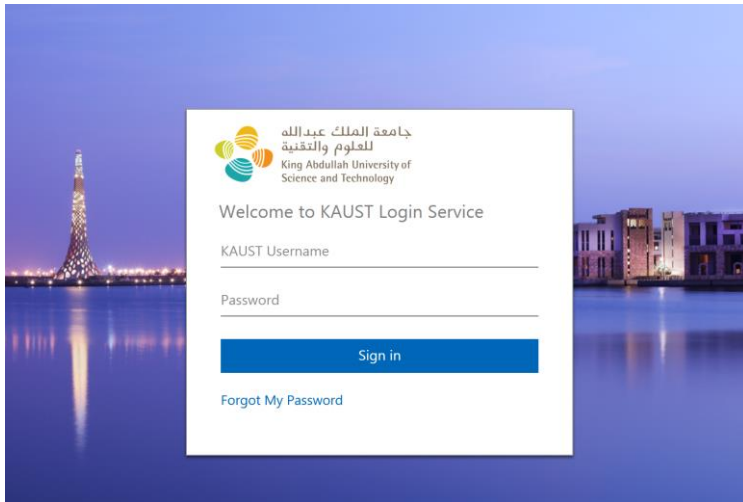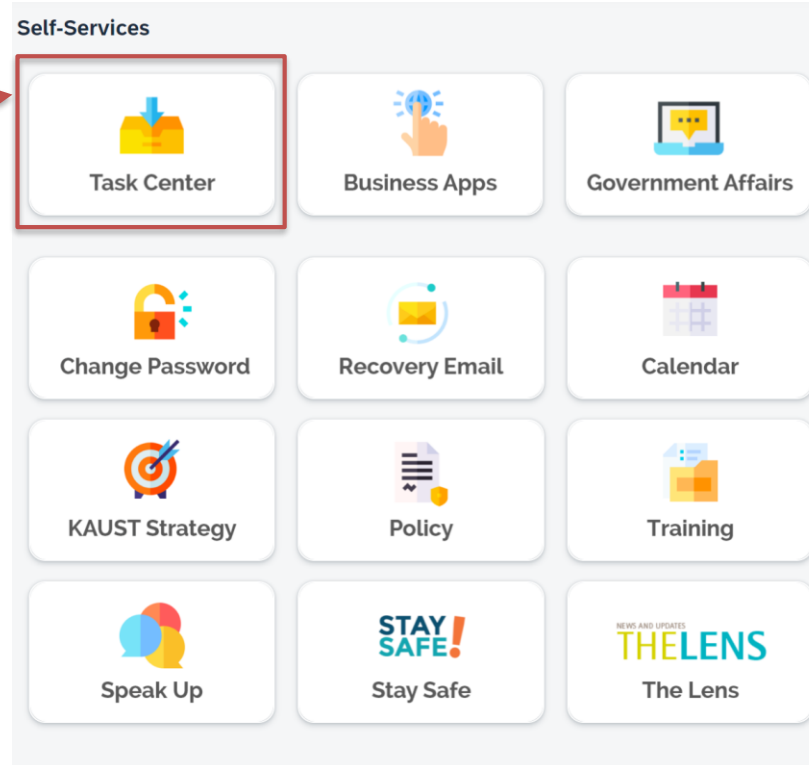
Course Registration Approval

Login to [KAUST Portal](#) with your KAUST credentials

Course Registration Approval

Click on the "Task Center" to display the requests

Course Registration Approval

Step 3:

1. Select "SLCM Course registration workflow" in "Task Type" Field

2. Click on "Go" button to filter only course registration related workflows

Course Registration Approval

Step 4:

Click on the request to display details.

Office of the Registrar

Course Registration Approval

Step 5: Approve / Reject the request

Course Registration Approval

Step 6:

If you are rejecting a course, a comment pop-up will appear for additional information.

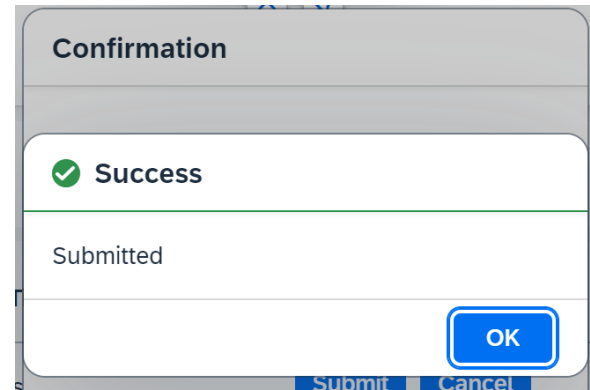Add your comments and click on "Submit" button.

Office of
the Registrar
جامعة الملك عبدالله
للعلوم والتقنية
King Abdullah University of
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Step 7:

"Success" message will be displayed upon submitting the response.

For any questions;

please contact the Registrar's Office

at RegistrarHelpDesk@KAUST.EDU.SA

https://registrar.kaust.edu.sa/