



جامعة الملك عبد الله
للعلوم والتقنية
King Abdullah University of
Science and Technology

Office of
the Registrar

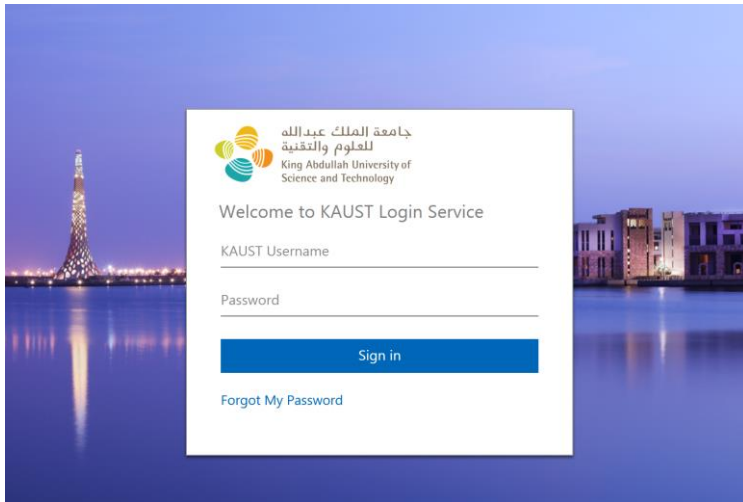


Course Registration Approval Manual

Course Registration Approval

Step 1:

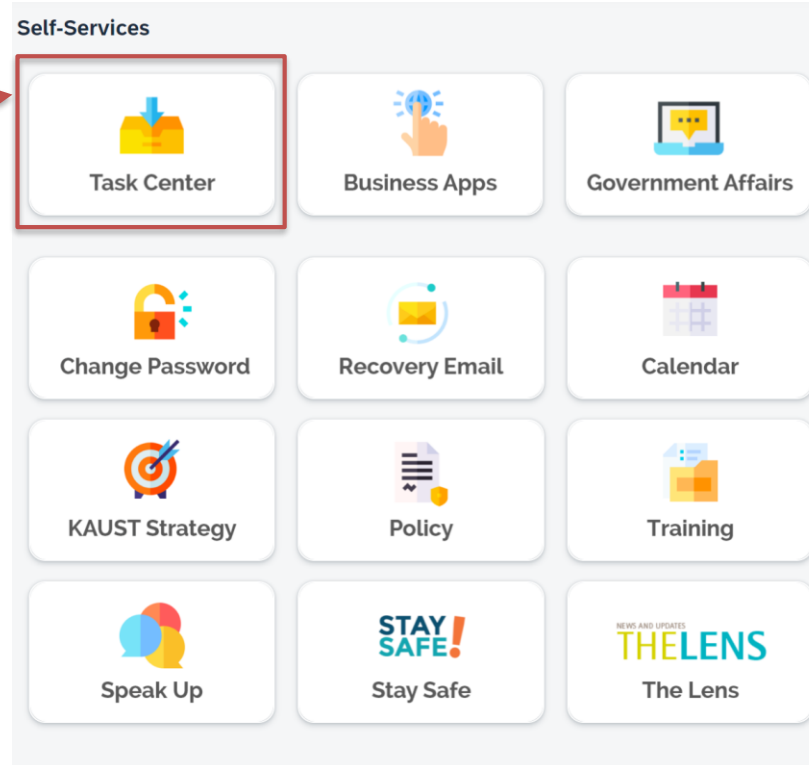
Login to [KAUST Portal](#) with your KAUST credentials



Course Registration Approval

Step 2:

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

The screenshot displays the SAP S/4HANA Task Manager interface. At the top, there are filters for task counts across various categories: 164 All, 0 Concur, 1 HR Connect, 0 HR Dev Connect, 78 S4HANA_DEV, 85 SAP Build Process Automation, and 0 Others. Below this is a 'Standard' filter dropdown. The main search area includes a 'Search by Task Title' field, a 'Created Within' date range (e.g., Dec 22, 2024-Dec 31, 2024), and a 'Task Type' dropdown menu. The 'Task Type' dropdown is open, showing a list of task types. The first option is 'M Course registration workflow x SL...', and the second option is 'SLCM Course registration workflow'. A red arrow labeled '1' points to the 'Task Type' dropdown. Another red arrow labeled '2' points to the 'Go' button in the bottom right corner of the search area. The 'Go' button is highlighted with a red box. Below the search area, there is a table of tasks with columns: Task, Task Type, Priority, Created By, Status, Created On, Due, and Actions. The table shows 164 tasks.

Course Registration Approval

Step 4:

Click on the request to display details.

Standard* Refresh Tasks

Search: Task Type: Priority: Status:

Created Within: Due By: Go Clear Adapt Filters

Tasks (1 / 164) Mass Actions ↓↑ ⚙️

Task	Task Type	Priority	Created By	Status	Created On	Due	Actions
Registration request for : <i>student name</i> S4HANA	SLCM Course registration workflow	Medium		Open	Jan 2, 2024		Open in App >

Course Registration Approval

Step 5: Approve / Reject the request

SLCM Course registration workflow

Open in App Show More

Registration Request for *student name will be displayed here*

Kaust ID: GPA: 3.3 Degree: MS
Earned Credits: 30. Program: Electrical & Computer Engineering (MS)

Items ☒

Accept/Reject	Course No.	Course Title	Credits	Instructor name	Year	Semester	Audit Course
<input checked="" type="checkbox"/>	ECE 201	VLSI Design	3.00	David Knight	2023/2024	Spring	No
<input type="checkbox"/>	ECE 398	Graduate Seminar	0.00	Bob Hendley	2023/2024	Spring	No

Submit

Tasks (1 / 164) Mass Actions

Task

Registration request for : *student name will be displayed here*

Task Type: SLCM Course registration workflow

Priority: Medium

Toggle the bar to green check mark to approve the course

Toggle the bar to red cross mark to Reject the course

Submit the request once approve/reject buttons are finalized. This action can't be retracted.

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.

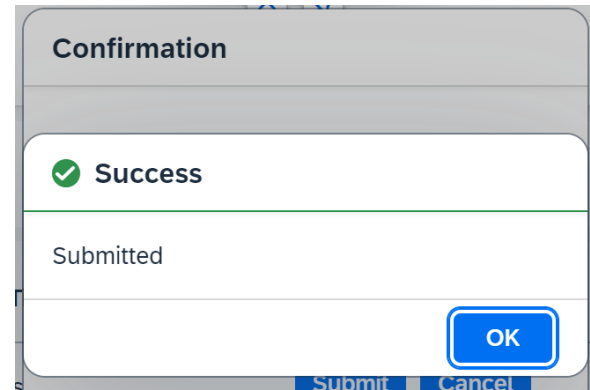
The screenshot displays a web interface for course registration approval. At the top, it shows student information: "GPA: 3,3", "Earned Credits: 30.", "Degree: MS", and "Program: Electrical & Computer Engineering (MS)". Below this is a table with columns: "Accept/Reject", "Course No.", "Course Title", "Year", "Semester", and "Audit Course". The table contains two rows: one for "ECE 201" (VLSI Design) which is rejected (indicated by a red 'X' icon), and one for "ECE 398" (Graduate Elective) which is accepted (indicated by a green checkmark icon). A "Confirmation" pop-up window is centered over the table, asking "Do You Want to Approve 1 and Reject 2?:" and providing a text input field with the placeholder "Choose another course.". The pop-up has "Submit" and "Cancel" buttons. A "Submit" button is also visible at the bottom right of the interface.

Accept/Reject	Course No.	Course Title	Year	Semester	Audit Course
	ECE 201	VLSI Design	2023/2024	Spring	No
	ECE 398	Graduate Elective	2023/2024	Spring	No

Course Registration Approval

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/>