

Student Affairs Sector
Enrollment Management Department - Registration Section

Registration Guide

2025-2026



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Definitions:

- 1- **Registration:** The process of enrolling in classes at QU.
- 2- **Early registration:** This is the period during which enrolled students register for courses. It usually begins in the middle of the semester. Students register for the coming semester, and they can also register for both the Summer and fall as well as the Winter and spring semesters in the same period every year.
- 3- **Dropping courses:** This is the process of dropping a course in a semester within the specified period according to the academic calendar and according to the schedule of fees for dropping courses after the add-and-drop period.
- 4- **Adding courses:** This is the process of adding a course in a given semester within the specified period according to the academic calendar.
- 5- **Academic load:** The total number of credit hours for the courses that the student can register in a semester within the minimum and maximum limit allowed by the rules and regulations of the University.
- 6- **Pre-requisite for a course:** A course that a student must study and pass before being able to register for a particular course.
- 7- **The Co-requisite course:** This is a course that must be taken concurrently with another course in the same semester.
- 8- **Override Restriction Service:** This is an electronic service that allows a student to apply to override a specific restriction.
- 9- **Academic Standing:** Determined by academic regulations governing good standing, probation and dismissal.
- 10- **Good Standing:** The academic standing of an undergraduate student who earned less than 19 GPA hours or achieved a minimum cumulative GPA of 2.0 if s/he completed 19 GPA hours or more.
- 11- **Academic Probation:** The academic standing of an undergraduate student who earned 25 GPA hours or more and has a cumulative GPA below 2.0.
- 12- **Add and Drop:** A period of time at the beginning of each semester/term when students can adjust schedules by dropping or adding courses or changing sections of a course.
- 13- **GPA:** Grade point average of the grades of QU courses within a specific level of study.
- 14- **Honors Course:** Honors section of core curriculum course or courses that are used to meet elective requirements. Only honor students may enroll in an honors course.

- 15- **Undergraduate Student:** A student who is working toward completion of a bachelor's degree.

Registration:

- After receiving an admission letter indicating that s/he has been officially admitted into Qatar University, a student has to register for the courses during the Orientation day according to the date specified in the Admission Acceptance Letter.
- Each student is provided with a username and password for the registration system and his/her own email.
- Priority in registering courses will be given to the enrolled regular students at the University based on the credit hours earned as indicated in the early registration schedule, which is sent to all students' emails before the start of registration in sufficient time.
- Registration of courses will be done through QU Portal and (the self-service Banner registration system).



Registration of new undergraduate students

New students are required to register during the Student Orientation according to their colleges and on the designated day for each college. A number of the academic staff

(faculty) will attend for the purpose of academic advising and to make sure that registration of the required courses of the program has been done properly. It is important to note that by the end of the Add/Drop period, the admission of students who fail to register for any course will be terminated.

Registration of new graduate students

The academic programs will specify certain days for registering courses and providing students with academic advising.

Registration of previously enrolled students (active students)

Enrolled and active students can register for their courses once the early registration begins and until the last day of the Add/Drop period.

[The following table shows the registration days during the early registration period:](#)

Date	Student Level
First day of early registration	Graduates + honors students
Second day of early registration	Undergraduate students earned 90 hours and more
Third day of early registration	Undergraduate students earned 75 hours and more
Fourth day of early registration	Undergraduate students earned 60 hours and more
Fifth day of early registration	Undergraduate students earned 45 hours and more
Sixth day of early registration	Undergraduate students earned 30 hours and more
Seventh day of early registration	Undergraduate students earned less than 30 hours and all regular students in the University



Students eligible for registration

Students who are currently enrolled and regularly attending the university can register for courses during the early registration days.

The student will not be able to register for the courses in the following cases:

1. Not paying the university financial dues.
2. Suspending the student for disciplinary reasons.
3. Dismissed students due to poor academic performance.
4. If the registration of a student is on hold (blocked) for academic or administrative reasons.

Student level (classification):

At the time of registration, undergraduate students are classified based on the number of credit hours earned by each student. The following table shows the students general classification:

Student level	Number of earned hours
Freshman	Those who have not earned any credit hours or have less than 30 credit hours

Sophomore	Those who have earned 30 to 59 credit hours
Junior	Those who have earned 60 to 89 credit hours
Senior	Those who have earned 90 credit hours or more

Tuition fees

Tuition fees at Qatar University are paid at the beginning of each academic semester (Fall, Spring, and Summer). Students are required to settle all outstanding amounts for the current semester no later than the registration period for the next semester.

Fees can be paid by credit card or by checks (for institutions) at the Treasury Section of the Finance Department in the Student Affairs Building (I11), from 7:30 a.m. to 12:00 noon. Tuition fees can also be paid online via the e-payment system using Visa or MasterCard credit cards.

Please note that cash payments are not accepted.

Tuition fees for bachelor's degree:

The tuition fees shown in the table below will be applied to all students admitted starting in Fall 2023 and prior.

<u>College/ Program</u>	<u>Tuition Fees Per Credit Hour in QR</u>
Education	1100
Arts	1100
Sharia and Islamic Studies	1100
Health Sciences	1200
Nursing	1200
Law	1100
Sciences	1200
Economics	1200
Pharmacy	1400
Engineering	1400
Foundation Program	1200
Arabic for Non-Native Speakers Program	1400
Medicine	Annual fees
Dental Medicine	Annual fees

Tuition fees are calculated by multiplying the number of credit hours for each course by the tuition fees per credit hour of the college offering the course. For example, the tuition fees for the three credit hours course CHEM 101, which is offered by the science sector at the **College of Arts and Sciences**, would be: $1200 \times 3 = 3600$ QAR.

College of Medicine and Dental Medicine Annual Tuition Fees*

Academic Year	Total (in Qatari Riyals)
First Year	46,800
Second Year	67,200
Third Year	78,000
Fourth Year	109,500
Fifth Year	133,400
Sixth Year	131,100

* Tuition fees depend on the courses registered from other colleges.

For all Undergraduate, Foundation, and Arabic for Non-Native Speakers programs students admitted starting from Fall 2015 to Summer 2023

Tuition fees are assessed based on the major of the course registered by the students regardless of the major of the student. Accordingly, two students from two different majors will pay the same tuition fees if they register for the same course. The tuition fees per credit hour in Qatari Riyals for undergraduate level are shown in the below table for undergraduate students.

Course Major	Tuition Fees per Credit Hour (in Qatari Riyals)
Arts	800
Business and Economics	900
Education	800
Engineering	1000
Foundation Program	900
Law	800

Pharmacy	1000
Sciences	900
Health Sciences	900
Sharia and Islamic Studies	800
Arabic for Non-Native Speakers Program	1000
Medicine	Annual fees
Dental Medicine	Annual fees

College of Medicine and Dental Medicine Annual Tuition Fees*

Academic Year	Total (in Qatari Riyals)
First Year	22,200
Second Year	60,000
Third Year	60,000
Fourth Year	90,000
Fifth Year	120,000
Sixth Year	120,000

* Tuition fees depend on the courses registered from other colleges.

For all Undergraduate and Foundation Program students admitted starting from Fall 2009 till Summer 2015

Course Major	Tuition Fees per Credit Hour (in Qatari Riyals)
Arts	400
Business and Economics	500
Education	400
Engineering	600
Foundation Program	500
Law	400
Pharmacy	600
Science	500
Sharia and Islamic Studies	400

For all Undergraduate and Foundation Program students admitted prior to Fall 2009

Course Major	Tuition Fees per Credit Hour (in Qatari Riyals)
Arts	400
Business and Economics	500
Education	400

Engineering	600
Foundation Program	500
Law	400
Pharmacy	500
Science	500
Sharia and Islamic Studies	400

Tuition fees for Qatari students registered on a part-time basis are reduced by QR 100 per credit hour from the amount shown in the table.

Tuition Exemption

Qatari and tuition-exempted students are relieved from the Foundation Program and Undergraduate tuition fees unless explicitly expressed under certain conditions. Qatari and exempted students who do not complete their bachelor's degree requirements by the following credit hour limits will be assessed tuition fees for all additional credit hours taken until graduation:

Student's Category	Credit Hour Limit
Undergraduate students	Graduation with a maximum of one major and one minor + 12 credit hours.
Students who changed their major and/or minor after being admitted at the Undergraduate level	Minimum credit hours required for graduation in the declared major and minor, if any + 12 credit hours.
Transfer students	Credit hours remaining (beyond the transferred credit) for one major and one minor (if any) + 12 credit hours.

Financial Penalties for Dropping Courses or Withdrawing

Students (irrespective of their major) who drop one or more courses, or withdraw from the semester after the add/drop period, are subjected to the financial penalties shown in the following table:

Semester	Time of drop or withdrawal after the end of the Add/ Drop Period	Penalty
Fall and Spring	Up to 2 weeks	20%
Fall and Spring	After 2 weeks and up to 4 weeks	50%
Fall and Spring	After 4 weeks and up to 8 weeks	75%
Fall and Spring	After 8 weeks	100%
Summer 1, Summer 3, and Winter	After 2 days	20%
Summer 1, Summer 3, and Winter	After 1 week and 2 days	50%
Summer 2	After 2 days	20%
Summer 2	After 2 weeks and 2 days	50%

If a full week falls within an official holiday, it is not counted in the weeks shown in the above table. Penalties shown in the above table apply to both tuition-paying and tuition-exempted students.

Tuition Fee Payment

Tuition fees can be paid by credit card or by checks (for institutions) at the Treasury Office of the Finance Department, located in the Student Activities Building, from 7:30 a.m. to 12:00 noon. Fees can also be paid online through the e-payment system using Visa or MasterCard credit cards.

Please note that cash payments are not accepted.

E-Payment System

The University simplifies your tuition fee payment process through our secure online payment service where you can choose to pay your tuition fees in full or in installments using a credit or debit card. For a seamless experience, refer to our detailed guides: [Debit Card Payment Instructions](#) and [Credit Card Payment Manual](#).

Please note the following:

- **Course Registration:** Students are eligible to register for courses as long as their account balance is below QR 100. This ensures no holds are placed on their registration.
- **Online Payment Limitations:** Please be aware that due to banking restrictions, our online payment system cannot process transactions under QR 10.

For further information, please contact us at:

- Tel: (+974) 4403-4444
- Email: studenthelp@qu.edu.qa

Card Payment

Payments can be made in person (note: we do not accept cash) at the Treasury Office, located in the [Student Affairs Building \(I11\)](#). For further details or assistance, please feel free to contact the Treasury Office at:

- **Females:**
 - Tel: (+974) 4403-3145/3148
- **Males:**
 - Tel: (+974) 4403-3125/3118

Working Hours: 7:30 am – 12:00 pm

Registration Hold

The Registration System applied at Qatar University allows the use of registration holds, based on justifiable reasons, to prevent a student from registration, for example in the case of non- payment of tuition fees, not returning library's books or not contacting the academic advisor if s/he is advised to. Various stakeholders are permitted to make use of a "Hold" process to prevent students from registering if this action is justified. When a stakeholder uses this "Hold" process, a student will not be allowed to register courses unless s/he is relieved from "hold" by the respective stakeholder who/which blocked the registration. In this case, a student must refer to the concerned stakeholder to solve the issue and then "Hold" status is removed.

Academic load:

It is the total credit hours for the courses that students can register in a certain semester within the minimum and maximum limit allowed by the rules and regulations of the University.

First: Foundation Program and Undergraduate Students

The minimum and maximum number of credit hours allowed per semester is as follows:

Semester	GPA	Study Type	Academic load per credit hour	
			Minimum	Maximum
Fall and Spring	Good Standing (2.00) and higher	Full Time	12	18
		Full Time Foundation	0	15
	On Probation Less than (2.00)	Full Time	9	12
		Full Time Foundation	9	12
Summer	Good Standing (2.00) and higher	Full Time	0	12
		Full Time Foundation	0	12
	On Probation Less than (2.00)	Full Time	0	6
		Full Time Foundation	0	6

- A new student at the university will be allowed to register for the maximum number of credit hours allowed by her/ his program.
- Any student whose accumulative GPA is 3.5 or above may register an extra 3 credit hours over the designated academic load, provided that the student must have completed 15 credit hours.
- For the purpose of graduation requirements completion, a student may register hours less than the minimum load designated above.

Second: Graduate Students:

- As a graduate student, you are permitted a maximum semester course load of 12 credit hours. If you are admitted to the College of Pharmacy's PharmD program, you may carry a maximum of 18 credit hours per semester.
- The Graduate students in summer semester are permitted to carry a maximum load of 6 credit hours.
- If you are a graduate student on academic probation, then you are permitted to carry a maximum semester course load of 6 credit hours.

Due to the nature and requirements of their programs, individual colleges may encourage students to register in fewer credit hours than the maximum academic load.

Registration Rules & Regulations Guide

Students are Recommended to read [Registration Rules & Regulations](#) prior to continuing with Registration Period. These instructions highlights the most important information that must be taken in consideration like the registration schedule, important dates, academic load, timing for classes and timing for final exams. Office of Registrar provides these instructions every semester to cover the updates and new instructions for registration process.

Registration Steps and Guideline

The process of registering courses is one of the most important stages that a student should be familiar with and follow the following instructions:

First: Before Registration Courses

Meet your advisor

You are encouraged before the beginning of each semester to [meet with your advisor](#) who will assist you in the registration process and provide you with valuable information about Program requirements, Course prerequisites, Study plans, Selection of electives, Alternative subjects, Registration limitations, Changes of studying plans.

Follow your study plan

You are strongly advised to know which study plan for your degree program you should follow, by visiting the [Academic Advising Section](#) in your college. Following the right study plan and meeting with your advisor regularly is very important to ensure that you graduate on time.

Check for any holds

You can verify whether you have a hold or not via your account on the [myBanner Self-Service System](#), “My Registration Status” link.

Check the language of instruction

Check the [language of instruction](#) (Arabic or English) according to the study plan or on [myBanner Self-Service System](#).

Pay Tuition Fees

If you haven't yet paid your tuition fees, you will not be able to register for classes. You can pay your fees through Cash payments or the online secure [E-payment system](#).

Second: During Registration Courses

Check for any prerequisites or restrictions

You may view course prerequisites and course restrictions through [myBanner Self-Service System](#). In the “Detailed Course Information” page in the [Course Catalog](#) ([view this example](#)).

Avoid class timing conflicts

Time conflicts occur when you register in two courses scheduled at the same time. Before registration to any classes, please ensure to check the [schedule of your classes](#) to avoid time conflicts between them.

Know your academic load

The [academic load](#) is the maximum or minimum number of credit hours a student is allowed to register for in a semester. You should not register for less or more than the allowed academic load in a semester.

Avoid final exam conflicts

Students have to check the course schedules in advance to avoid scheduling conflicts in your [final examinations](#). In case you have three examinations on the same day OR two examinations on the same day & time, you will be able to change the date/time of one of these exams, in coordination with your instructor(s).

View registration errors and restrictions

Sometimes there might be some registration errors and restrictions when you try to register for classes in [myBanner Self-Service System](#).

Third: After Registration Courses

Start your classes

Now you are ready to start your classes and to attend your first day of the semester. If this is your first semester at QU, you will need to be aware of the [QU building codes](#) and room numbers abbreviations and buy your [Textbooks](#). We encourage you to visit the [Academic Advising website](#) to learn more about how they can help you during your academic journey at Qatar University.

Course Override

The electronic Override Request Service allows students to bypass specific registration restrictions if they meet the required conditions and approvals.

This service applies to the following cases:

- **Capacity restriction:** Section closed due to full capacity
- **College restriction:** Course limited to students from a specific college
- **Major restriction:** Course limited to students from a specific major
- **Class restriction:** Student's class level not met (e.g. freshman, senior)
- **Program restriction:** Course limited to students in a certain program
- **Special approval:** Requires approval from the course department.
- **Repeat limit exceeded**
- **Unmet prerequisite**

Important Notes:

- The service covers courses offered by all colleges at Qatar University. Students can request courses with restrictions in any college within the university.
- Courses with an **active waitlist** are excluded from this service. The waitlist must be enabled before the application period begins.
- The service is available in all semesters.
- The Registration Section may reject requests that are not acted upon within the specified timeframe.
- Requests from CCQ and visiting students will be handled by the Registration Section, as they are not assigned academic advisors.

How to Submit an Override Request

Step 1: Submit the electronic override request through the [Banner system](#). Refer to the [Override Request Student Guide](#) or [Prerequisite Override Student Guide](#) for detailed instructions.

Step 2: The request will be forwarded to your Academic Advisor for review and a decision.

Step 3: If approved, the request is sent to the Head of the Department offering the course to evaluate and make the final decision through the system.

Step 4: Once approved, you must register for an available course section through Banner.

Registration Errors

Error Message (See "STATUS")	Description	Solution
Class Restriction	Student's classification (freshman, sophomore, junior, senior) does not match the required classification to take this course.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
College Restriction	This course is restricted to students in a specific college.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Closed Section	There are no available seats; this section is full to its maximum seats.	Select another section for the same course or add yourself to the waitlist if it available.
Program Restriction	You tried to register for a course that is offered for another program.	If necessary, contact the program chair to override the restriction.
Degree Restriction	This course is restricted to specific Degree.	If necessary, contact the department chair offering the course to override the restriction, or select another course.

Major Restriction	This section is restricted to students in a specific major.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Department Restriction	This course is restricted to students majoring in a specific academic department.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Co-Requisite ... required	This course requested requires enrollment in another specified course during the same semester.	Select the indicated required course and enter both of the course you originally attempted to register for and the co-requisite course. You must list both courses in the CRN blocks before you select submit or the system will continue to give you an error.
Prerequisite and Test Score Error	You have not met the prerequisite established for the course and/or test score prerequisite.	Try to register for the prerequisite first, In case you passing equivalent course or substitute you should visit your advisor for further assistance.
Level Restriction	You tried to register in a course that is for another level (Foundation, Undergraduate, Diploma, and Master).	Make sure that you select the course with the correct level.
Campus? Restriction	The selected course is offered in a different campus (Male or Female).	Make sure that you select the section with the correct campus.

You have holds which will prevent registration	An office has placed a hold on your registration. You may have multiple holds on your account. Please check your registration status for all holds.	Contact the appropriate office(s).
You may not add or drop classes due to holds on your record	An office has placed a hold on your registration. You may have multiple holds on your account. Please check your registration status for all holds.	Contact the appropriate office(s).
Duplicate Course with Section	You have entered a CRN for a course that is already registered (different section).	If you wish to change the section, you have to drop the registered section before you add the other one.
Duplicate CRN	You have entered a CRN for a course that is already registered (same section).	Be sure that the CRN is correct.
Duplicate Equivalent with Section	You are already registered in a course that has equivalency to the course you are trying to add.	Contact your advisor for the details.
Field of Study Restriction – Field of Study	This course is restricted to students in a specific field of study.	If necessary, contact the department chair offering the course to override the restriction, or select another course.
Maximum hours exceeded	You may not exceed maximum credit hours allowed for student's level or academic standing.	Contact your advisor for the details.

You are not permitted to register at this time.	This error occurs when registration is open for the selected term but your classification or level is not yet allowed to register.	Please refer to the Registration Calendar and your assigned registration date and time.
Time Conflict with (CRN XXX)	You tried to register in two courses which are scheduled at the same time. The conflicting course CRN is displayed.	Select a different section or course that does not conflict with the sections already registered.
Linked course required	This course requires an additional CRN linked to lab/lecture or another course.	Select CRN that is linked to this course.
Repeat Limit Exceeded	The student has exceeded the limit allowed to repeat this course	Contact your academic advisor.

Policies and Regulations:

- You may apply up to three times per semester.
- Incomplete or inaccurate requests will not be processed.
- You are responsible for following up on your request and ensuring its completion.
- After approval, you must register for the course **yourself** before the end of the drop/add period.
- Tuition fees apply for courses registered for the third time or more.
- Academic Advisors may reject requests and must provide a reason.
- Respective academic departments have the right to reject requests, with justification.

Frequently Asked Questions

To view the most common questions and answers related to the Override Request Service, you can [download the FAQ document \(PDF\)](#).

Waiting Lists

This refers to the lists of students who desire to register a closed course. A student may add himself/herself on the waiting list if the number of the registered students in the course has reached the maximum limit provided that this course is allowable in the waiting list.

Rules of Waiting lists

- A student is not allowed to place himself /herself in two different sections for the same course.
- In case a student does not fulfill the pre-requisite course or there is a “hold” on the course, s/he will not be able to register the course.
- If a student drops a course which has a waiting list, s/he cannot re-register it unless s/he is placed on the waiting list.
- Being placed on the waiting list of a course does not necessarily mean that the course is registered, but a student has to register after receiving a notification that there is an available seat.
- Waiting list Courses have to be announced along with the time of service activation; the announcement has to be sent by the Registration Department to all University students.
- Dates (deadlines) specified by the Registration Department must be observed.
- Earned hours of a course registered on the waiting list shall not be included in registered hours of the semester unless the status of the said course has been changed into an “actual registered course”.
- If a student logs out of a course waiting list, s/he will not be able to return to the same place, and s/he has to add himself/herself again in the waiting list.
- If a student fails to register after 12 hours of receiving a notification of seat availability in the course, the system will automatically delete him/her. Then, a notification will be sent to the next student on the list.
- Academic Departments and Student Advising Offices are not allowed to offer a course capacity override to a certain student if that course is placed on the waiting list. Doing as such will deprive another student included in the waiting list from registering the said course.

Add / Drop courses and registration Prevention (Registration Hold) include the following points

Drop Courses

A student may Drop one or many courses online through the myBanner Self-Service System during the specific period of Drop which starts at the time of course registration according to the specified duration and until end of the Drop/Add period. There is no financial penalty on course Drop and it will not appear in the academic transcript of the student. After the Add/Drop period at the beginning of each semester, a student may withdraw from a course starting from the second week until the eighth week of Fall & Spring semesters. A student can also withdraw

from a course or more until the second week of Summer1 & 3, and until the third week of the beginning of study for Summer 2 (6 weeks).

If the student wants to drop a course and the academic load will be less than the minimum because the student is expected to graduate or it's an additional course on the study plan and does not affect the student's graduation, or that the student has not completed 24 registered hours, or that the student has Academic Probation, then the student can submit a request to the Student Affairs Committee via email sac@qu.edu.qa.

Add Courses

A student may Add one or many courses online through the myBanner Self-Service System at the Add specified period which starts from the early registration period for the enrolled and active students; and it starts from the Orientation Meeting of the new students and ends at the last day of the Add/Drop period.

Withdrawal

Qatar University offers its students the opportunity to withdraw from a course, a semester or from the university. Its recommended student read and adhere to the policies and conditions as shown below:

Withdrawal from Semester

The Student can withdraw from the semester (from all courses), after the add/drop period **and** before the end of the **tenth week**. A [financial penalty](#) will be applied.

The Policies for undergraduate students to Apply for leave of absence/withdraw from the semester:

- Withdrawal from the semester results in final grades of "W" for all courses in the concerned semester. A "W" grade does not affect the GPA.
- Withdrawals from the semester after the add /drop period are subjected to the [financial penalties](#) according to the time of withdrawal.
- You are not allowed to withdraw from the semester or request a leave of absence if the period will exceed the maximum studying years at the university
- You can withdraw/apply for Leave of Absence for four (4) non-consecutive semesters, withdrawal from a summer semester is not considered. If you withdraw from more than four courses, you must re-enroll before registering for the following semester.
- Withdrawal from a semester must be within the time limit set by the [academic calendar](#).

The Policies for Graduate students to Apply for leave/withdraw from the semester:

- You cannot withdraw from QU for more than two semesters.
- A graduate student can submit a request to postpone admission for two semesters before starting studies in the program.
- Withdrawal from a semester (from all courses) requires the approval of your academic advisor and the director of the graduate program.
- Withdrawal from the semester results in final grades of "W" for all courses in the concerned semester. A "W" grade does not affect the GPA.
- Withdrawals from the semester after the add /drop period are subjected to the [penalties](#) according to the time of withdrawal.
- Withdrawal from a semester must be within the time limit set by the [academic calendar](#).

How to Apply

Read the [myBanner System manual](#) to learn more about how to apply for a leave of absence or withdrawal from a semester.

Withdrawal from The University

For undergraduate student

you may apply for withdrawal from the University by contacting [The Enrollment Management Department](#). Enrollment will be suspended and earned grades will be maintained in your record given that you have completed at least one semester. The maximum period for which you can leave the University must not exceed four (4) semesters.

The Undergraduate Students Withdrawal Policies:

- An undergraduate student can apply for a final withdrawal from University if s/he has not exceeded the allowable withdrawals (4 semesters) during his/her undergraduate study.
- If a student has registered courses in the semester during which s/he desires to withdraw from University, s/he must withdraw first from the semester within the specified period of withdrawal and pay the due [financial penalty](#).
- A student will be requested to fill in the clearance form at Registration Section to ensure that s/he has paid in full the due financial fees. The request for a final withdrawal will not be considered if the clearance form is not received within two weeks.
- A student who desires to apply for a final withdrawal shall be requested to fill in the Final Withdrawal Form at the Registration Section where the registration staff will process the application and provide a copy of it to the student.
- A student can request to get back the documents s/he submitted at the time of admission to the University.

For a graduate student

you may apply for withdrawal by contacting The Enrollment Management Department. Enrollment will be suspended and earned grades will be maintained in your record given that you have completed at least one semester. The maximum period for which you can leave the University must not exceed two (2) semesters.

The Graduate Students Withdrawal Policies:

- A student can apply for a final withdrawal from University if s/he has not exceeded the allowed withdrawals (two semesters) during the program of study.
- If a student has registered courses in the semester during which s/he desires to withdraw from University, s/he must withdraw first from the semester and pay the due financial penalty.
- A student will be requested to fill in a form of release to ensure that s/he has paid in full the due financial fees. The request for a final withdrawal shall be deemed null and void if the release form is not received after two weeks.
- A student who desires to apply for a final withdrawal shall be requested to fill in the Final Withdrawal Form at the Registration Section; the registration staff will forward the application to the academic program for approval; once it is approved, the student will be notified and the request will be executed.
- A student can request to get back the documents s/he submitted at the time of admission to the University.

Read [the myBanner System manual](#) to learn more about how to apply for a withdrawal from the university.

Study Abroad

Qatar University students may apply for [study courses at other institutions](#) as **visiting students** and request to have the credits transferred to their academic record at QU, in accordance with university policies.

You can download the latest [Course Equivalency List for Study Abroad \(PDF\)](#).

Syllabus Requirements

To evaluate a course for credit transfer, students must submit a syllabus that meets the following criteria:

- Original and officially stamped by the issuing department
- Issued for the same semester the student intends to study abroad

You may refer to the [syllabus template](#) to ensure all required details are included. Incomplete syllabi or those missing key information will not be accepted, as full details are essential for academic evaluation. Sections not applicable (e.g. labs) can be excluded.

Rules and Procedures:

- The host university must be **accredited** by [the Ministry of Education and Higher Education](#) and operate on a **credit hour system**.
- The course must have **equal or higher credit hours** than the equivalent course at QU.
- Students may not register for any courses at QU during the same semester they are studying abroad.
- Applicants must have completed **at least 24 credit hours** at QU at the time of application.
- Students on academic probation are not eligible to apply.
- Only courses graded **C or higher** are transferable. Grades will appear as **“TC” (Transfer Credit)** and will not affect the GPA.
- If the student wants to repeat a failed course in an accredited university, the course will be transferred to QU and will receive a Transfer Credit grade of **“TC”**. Transfer grades are not included in the GPA calculation.
- Students may register for up to:
 - **18 credit hours** per semester
 - **12 credit hours** in the summer
 - **More than 18 hours only if GPA is 3.5 or higher**
- Students must meet the prerequisites for any course to be transferred.
- Transferred credits may be used to fulfill graduation requirements, provided they do not exceed **50% of the total credit hours required for the degree** at QU. If a student exceeds this limit, they must select which courses to transfer, ensuring they align with their study plan at QU.
- No course will be transferred **after one year** from the date of application submission.

Application Procedure:

1. Submit the [Study Abroad Application](#) before the deadline along with all official transcript(s) and course syllabi from the colleges and universities attended.
2. Enrollment Management Department will verify the university the student applies to study at and may accept or reject the application if the university does not comply with QU policies.
3. If approved, the syllabi are sent to the respective academic department for content evaluation. The course must match at least 90% of the content of the equivalent course offered at Qatar University.

4. Once approved by the department, the request goes to the Assistant Dean for Student Affairs in the student's college for approval.
5. The student will be notified of the final decision and may then obtain the **No Objection Letter**.

Application Form

Please complete the [Study Abroad Application Form](#) and send it via email to: studyabroad@qu.edu.qa

CCQ Cross Registration

According to the [Cross-Registration cooperation agreement](#) between Qatar University (QU) and Community College of Qatar (CCQ), Students can enroll at both QU and CCQ at the same time to study the courses required to obtain an AA, AS or a Bachelor's degree from the CCQ.

The Rules and Terms Governing the Registration of QU students in the course offered at Community College of Qatar (CCQ):

- The student must meet the admission requirements and academic policies of both Qatar University and the Community College of Qatar.
- The student should have passed the pre-requisite course for the course he/she wishes to study at CCQ, and if the student does not pass the pre-requisite course, the co-requisite course will not be credit.
- It is not allowed to study a previously passed course with a grade of C or higher or a TC grade.
- The student should not exceed the academic load of combined credit hours registered at both QU and CCQ for a single semester. The maximum number of credit hours allowed for the fall/spring semester is 18 hours for non-probation students and 12 hours for probated students. In contrast, for the summer semester, the maximum is 12 hours for non-probation students and 6 hours for probated students.
- The student should not register for the same course at QU and CCQ at the same time.
- The student must fill out a [CCQ cross-registration application form](#) and submit it in person.
- If the application is approved, a no-objection letter will be issued and sent to the student's QU e-mail.
- The student is allowed to register a maximum of four (4) times during his undergraduate studies at CCQ.
- Foundation students and students with final academic probation are not allowed to study courses at CCQ.

- At the end of the semester, the student must submit the original and authenticated transcript of the courses he/she passed at CCQ to the Enrollment Services Section in the same semester.
- The Registration Department equalizes the successfully passed courses to add the acquired grade at CCQ to the student's record. The course is included in his/her study plan and the student's GPA at Qatar University.
- The aforementioned applies to the courses covered by the [agreement](#) between QU and CCQ, according to the policies of Qatar University.
- It is not allowed to register a course with the previous requirement (synchronization) between Qatar University and CCQ, as the student must register both at Qatar University only.

CCQ Cross-Registration Application Form

Please fill out the application and hand it over to the Enrollment Services Section at QU in person after receiving the announcement about the start of the application period for the co-requisite courses at CCQ.

- **Male:** Student Affairs Building (I11) First Floor, Hall No. C 204.
- **Female:** Student Affairs Building (I11) First Floor, Hall No. C 250.

FAQs about Registration and Course Repeat

1. What is registration?

Registration is the process of selecting and enrolling in courses based on the approved study plan of your academic program.

2. How can I register for courses?

Students can register through the Self-Service Banner system during the registration period specified in the Academic Calendar.

3. What does “enrolled/regular student” mean?

A regular student is one who attends classes as per the required schedule and is pursuing a degree according to the academic program's study plan.

4. How many semesters are there in an academic year?

The academic year consists of two main semesters: Fall and Spring, each lasting 16 weeks followed by a final exams period. Additionally, there is a Summer semester (and Winter if applicable), scheduled as per the Academic Calendar.

5. What is the Add/Drop period?

This is the period when students are allowed to add or drop courses from their schedules. It begins on the first day of early registration and ends as per the deadline listed in the Academic Calendar.

6. **Can I drop a course after adding it? When?**

Yes, you may drop a course during the Add/Drop period without incurring any financial penalty.

7. **What is the difference between dropping a course and withdrawing from a course?**

- **Dropping a course:** Allowed only during the Add/Drop period and without a financial penalty.
- **Withdrawing from a course:** Allowed after the Add/Drop period until the 8th week of the semester, and is subject to a financial penalty.

8. **How can I withdraw from a course?**

Students may withdraw from one or more courses after the Add/Drop period and before the published withdrawal deadline, by paying the applicable penalty. The total registered credit hours after withdrawal must not fall below the minimum required load.

9. **What does withdrawal from the semester mean?**

This refers to withdrawing from all registered courses in the semester. The student must submit an official online request through Banner before the deadline stated in the Academic Calendar.

10. **How can I withdraw from the University?**

This is a formal process to suspend enrollment at Qatar University. The student must first complete the online clearance process and then submit the final withdrawal request through Banner.

11. **What is the difference between “apology” and “withdrawal”? How are they submitted?**

- **Apology:** Submitted during the Add/Drop period with no financial penalty.
- **Withdrawal:** Submitted after the Add/Drop period and until the 10th week of the semester, and is subject to penalties based on the withdrawal date.

12. **How many times can a student in the Foundation Program or non-Foundation student submit an apology or withdraw?**

There is no set limit for withdrawals in the Foundation Program. First-year students are allowed to withdraw for up to four semesters.

13. **What does repeating a course mean?**

Repeating a course means registering for the same course again after failing it or for the purpose of improving the grade.

14. **How can I register to repeat a course?**

Students can submit an electronic Override Request through Banner to bypass restrictions and register for the course, subject to meeting the required conditions. This includes:

- Closed course
- Course restricted to a specific college, program, or major
- Course requiring department approval
- Course limited to students with a minimum number of earned hours
- Course previously attempted (repeat override)
- Course requiring prerequisite override

15. **Is the repeated course grade counted in the GPA?**

Yes, the new grade replaces the old one and is included in the cumulative GPA.

16. **What should I do if the course I want is marked as “Closed Section”?**

You must submit an Override Request via Banner and obtain approval from your academic advisor and the department.

17. What should I do if I receive an error message while registering?

Read the error message carefully. If it indicates a restriction, submit an Override Request through Banner and secure the necessary approvals.

18. What if I'm unable to register due to a technical issue?

Contact the Technical Support team at 44033456 or email the Registration Section at registrations@qu.edu.qa for assistance.

19. What is a study plan?

A study plan is the list of courses outlined by your academic program that must be completed to graduate.

20. What are prerequisites?

These are courses that must be completed before registering for another specific course. The system blocks registration if prerequisites are not met. Consult your academic advisor for any concerns.

21. What is the academic load?

This is the total number of credit hours a student is permitted to register for per semester, based on academic standing:

- **Undergraduate students on probation:** 9–12 credit hours
- **Undergraduate students in good standing:** 12–18 credit hours
- **Students with GPA 3.5 or higher and 15 earned hours:** Up to 21 credit hours
- **Graduate students on probation:** 0–6 credit hours
- **Graduate students in good standing:** Up to 12 credit hours

22. What is academic probation?

Academic probation occurs when a student's cumulative GPA falls below 2.00 after completing at least 19 GPA hours. It requires taking corrective academic measures.