

## **Procedure for Dropping/Adding Closed Sections**

- 1) Go to <http://www.kfupm.edu.sa/ee/undergrad.htm> and download the **Closed Sections Form**.
- 2) Fill the form and send it by email to [undergraduate@kfupm.edu.sa](mailto:undergraduate@kfupm.edu.sa).
- 3) A reply email will be sent to you indicating whether your request for section change is approved or not.
- 4) For emails sent before 12:00, in case of approval, signed forms can be collected from Mr. Nader (The EE Secretary) at 13:30.
- 5) For emails sent after 12:00, in case of approval, signed forms can be collected from Mr. Nader (The EE Secretary) at 15:30.
- 6) For any other inquiries, please contact Dr. Al-Duwaish (room 59-2085).