



**Academic Calendar and Timetable for Late Registration  
(For All Academic Programs)**

**Academic Calendar – Fall semester 2019/2020**

Registration of BSc students	Sunday 01/09/2019 – Wednesday 04/09/2019
Registration of MSc students	Saturday 07/09/2019- Sunday 08/09/2019
First day of the class	Saturday, 21/09/2019
Late course registration & amendment	Saturday 28/09/2019- Tuesday 01/10/2019
(Single) Course withdrawal	Sunday 22/12/2019- Sunday 29/12/2019
Evaluation time period	Monday 23/12/2019- Sunday 05/01/2020
Semester withdrawal deadline	Wednesday, 25/12/2019
Last day of classes	Wednesday, 08/01/2020
Final exams	Saturday, 11/01/2020- Saturday 25/01/2020
Score submission deadline by instructors	Thursday, 06/02/2020
Score submission deadline for projects	Monday, 13/02/2020

During the late course registration and amendment, the number of withdrawal or group change (in total) is limited to 4 items as below:

- **In each time mentioned for late registration, amendment or adjustment, only a limited number of students will be processed.**
- **For information on the exact timing of late registration & amendment (which is set using the list). It begins from Wednesday, 25/09/2019, for which students can connect to the academic system.**
- PhD students, (2019 enrollments and before) can apply for late registration and adjustment on any day without any limitation of any time.

**Time period for Late Registration & Amendment  
Fall semester 2019/2020**

	8-9	9-12	1-4 pm	4 pm until 7 am the next morning
Saturday 28/09/2019		BSc students 2015 enrollments and before	Only for MSc students 2017 enrollments	For all students who are able to register
Sunday 29/09/2019	Only for BSc students 2016 enrollments		For all the MSc students and 2018 enrollments and before	For all students who are able to register
Monday 30/09/2019	Only for BSc students 2017 enrollments		For all the MSc students 2019 enrollments and before	For all students who are able to register
Tuesday 01/10/2019	Only for BSc students 2018 enrollments		For all students who are able to register	



## **Late Registration and Amendment for Fall Academic year 2019/2020**

1. It is important that before beginning of the late payment and amendment process, to log onto <https://edu.sharif.edu/>
  - In case of forgetting your password, click on the section mentioned “forgot my password” and carry out the necessary steps.
  - It is important to provide your Email ID on the system in order to receive all the required information.
2. For all important academic information, it is required to check the notice boards regularly or visit the university website.
3. Your academic courses must be chosen in accordance with the advice of the head of group and the limited units that can be selected

The permitted credits for BSc students are as follows (extra credits will be deleted automatically)

Grade	Grade of previous semester Below 12.0	Total Grade Below 14.0	Total Grade 14.0-16.99	Total Grade 17.0-20.0	Students who are studying 2 majors	Graduates
Permitted credit	14	18	20	24	27	24

4. During the period of amendment, students must visit the academic portal system of the university.
5. Please note that during the amendment period, the total of deletion or changes is limited to four items
6. Your selected course needs to be entered with the code of courses and Group No.
  - Some of the academic regulations are verified by the system and in case of delinquency, a warning will be issued against the selected course to the professor/instructor. Hence the student is responsible to follow and obey the academic regulations.
  - In the view tab, the list of selected courses is the registered list (except the waiting list) and is the final registered list which is not required for any confirmation.
7. Note that the selected courses do not contain any warning message. If the course contains a warning message, please provide a proper explanation under the tab “REQUEST” to the academic professor. The explanation given by the professor is accessible and can be viewed by the students. Failure to provide proper explanation will lead to deletion of the course by the university. This change is reflected in the registration program of the student and an electronic email will be sent to the registered email ID via the system. **It is the student’s responsibility to follow up the status of their course registration.**
8. For the registration of the Project and Internship courses, a special form needs to be taken from the university and filled accordingly. (Note the new regulations for taking the project and internship courses). **Adhering to permitted limit of the units with taking course of internship is obligatory and extra units will be automatically deleted**
9. For any issues, please contact the **Academic department** of the university. In case of “illegitimate” message, please pay attention to the warning message on the system and in the event of a defect, documents need to be provided to the admission office.
10. Please note that registration and amendment is the student’s responsibility and no other being is responsible for any problems during it.
11. After the completion of amendment, for more information on the confirmation of the registered courses, you must visit the academic portal system (especially if the course is on the waiting list).