



ADMISSIONS AND REGISTRATION

The Deanship of Admission & Registration deals with admission and registration of new students. The Deanship aims at providing adequate academic information about the university, its faculties and specializations. One of its main aims is to provide academic services to students including completion of Admission & Registration process using modern technological means. It also aims at developing and improving the work performance mechanism, simplifying the procedures, clarifying the rules & regulations and increasing awareness of its applications.

2.1. Objectives

- a. Work on finding a seat in the university for each student who fulfills the admission requirements, and to attract the best high school graduates to the university.
- b. Exert the efforts to educate students about study and exam rules & regulations through different means within and outside the university.
- c. Document students' academic records and working on constantly updating them electronically.
- d. Work on developing and adapting the technology available in the Deanship so that students can pursue academic affairs from anywhere at any time.
- e. Work on documentation and expedite finalizing the student graduation procedures within the period specified in the University Calendar.

2.2. Responsibilities of the Deanship of Admissions and Registration

- a. Submitting the total number of students admitted electronically to the University Council, getting approval of the conditions from the University Council, and distributing male and female students in various colleges on the basis of their academic aspirations and the number of students admitted in each college
- b. Receiving transfer applications from other universities, processing certificate equalization, and storing information
- c. Participating in the examination process for admitting new students and issuing admission notifications and relevant letters
- d. Receiving visiting student delegations and providing them with information and newsletters
- e. Visiting schools and providing them with the necessary information about admission and registration process
- f. Storing and maintaining students' grades and documents and providing each department with scholarships for their students at the end of each semester
- g. Restoring files of the students who had suspended their study and receiving applications of withdrawal and processing them
- h. Receiving applications of visiting students from outside the university
- i. Participating in the study plan and following up students' progress in the study plan and documenting his graduation
- j. Submitting students' problems and giving suggestions to the Permanent Committee of Student Problems
- k. Executing the decisions of the University Council, college's councils, the Permanent Committee of Student Problems and the Disciplinary Board
- l. Making modifications concerning students' names and identification cards based on the university's policies and procedures
- m. Issuing the academic reference forms to be used outside the kingdom of Saudi Arabia.

- n. Coordinating the process of students' transfer from one college to another with a follow up of course equalization
- o. Issuing grade reports, academic records, students' certificates, document, and graduate guides and documenting them
- p. Making automatic registration, issuing students' schedules and attendance sheets, and sending them to the respective colleges.
- q. Receiving and replying to inquiries from various colleges concerning registration and issuing result forms at the end of each semester
- r. Processing the lists of graduates and those who have registration problems and issuing student identification cards.
- s. Depositing student allowances in their accounts at the end of each month and distributing the ATM cards through the respective colleges.
- t. Providing the Deanship responsible for the graduation ceremony with the necessary information needed

2.3. Admissions of Prospective Students

The University Council determines the number of students to be admitted for the upcoming academic year on the basis of the recommendations presented by the College Councils and the respective departments at the college.

2.4. Admission Requirements

The Deanship of Admissions and Registration Affairs receives the applications for admission in accordance with the following conditions:

- a. The applicant should have his/her high school certificate or an equivalent certificate from inside or outside Saudi Arabia. The university council determines qualifying certificates for admission at any of its departments
- b. The applicant should have obtained the secondary school certificate, or its equivalent, in a period of less than five years prior to his/her application. However the University rector may waive this condition if the applicant has a persuasive explanation.
- c. The applicant be medically fit.
- d. The applicant should successfully pass any examinations or interview deemed necessary by the University Council.
- e. The applicant must obtain the approval of his/her employer, if he/she is an employee in any government or private institution.
- f. The applicant must satisfy any other requirements specified by the University Council at the time of application.
- g. BA holders may not be admitted to the university to obtain another BA degree, however, the university rector may waive this condition.
- h. Applicants who are currently enrolled at another institution or the university itself may not be accepted.

2.5. Procedures for E-Admission

- a. The students must undergo the necessary tests held by the National Center for Measurement and Assessment.
- b. The student must read the admission conditions through the university electronic gate or the Deanship of Admission and Registration website <http://w1.ksm-admit.net/>
- c. The students fill in the form with the necessary data and the desired courses of study through the e-admission website within the allotted period of time.
- d. When the period of admissions is over, the students will be admitted on the basis of those who have met all the admission requisites and those who have not. Admissions depend on the equivalent average and the desired college.
- e. Passing the personal interview is a must in some colleges.
- f. After the respective evaluation, admitted students are informed through e-mail and mobile messages (SMS). The students receive information about the colleges and fields of study where they were selected. Admitted students must visit their accounts through the university electronic gate to print the form of nomination and the application form.

2.6. Registration

The students can automatically register the desired courses during every academic semester. The students may enter the academic system gate by using a user name and password to cancel courses, add courses, modify the schedule, confirm registration and print the schedule. The student must confirm his registration within the first week of the semester. The minimum load is (12) units and the maximum is (20) units.

The student who is not willing to study in the first semester or in any semester must apply for withdrawal, otherwise he will fail in the courses of that semester. If the student encounters any problems concerning his registration, he must go to his academic guide or to the Student Affairs office in the college.