ADMISSIONS AND REGISTRATIONS MANUAL

English Language Department	
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1. INTRODUCTION

In general, students applying to the department are centrally admitted by the deanship of admission and registration. The Department council decides the number of admitted students for each upcoming year according to the recommendation of the college board, which in turn takes recommendations from the department council.

2. ACADEMIC TERMS:

Academic terms refer to technical words, jargons, nomenclatures or specialized words used in a particular field of study or in a scientific text.

No	Terms
1.	**Academic Year:** Two main semesters and a summer semester, if any. A semester is a period of time not less than fourteen weeks during which the academic courses are taught, and not included in the registration period and the final exams.
2.	**University Year:** A period of time determined by the Ministry of Education in the Kingdom of Saudi Arabia, starting from the first semester until the end of the second semester of the academic year, first and second semesters are included.
3.	**Summer Semester:** A period of time that does not exceed eight weeks and does not include the registration and examination periods. The credit hours are doubled one week for each course.
4.	**Study Plan:** It is a set of compulsory, elective, and free courses, of which the total units constitute the graduation requirements that the student must successfully pass to obtain the academic degree in the specified specialization.
5.	**Student Academic Record:** A statement showing the courses that the student has successfully passed or their equivalent in the sequence of semesters. It also shows the semester average and cumulative average for each semester.
6.	**University Requirements:** The set of subjects that the University approves to teach to all its students.
7.	**College Requirements:** A set of subjects studied by all college students of different specializations.
8.	**Academic Guide:**

	A selected faculty member to guide and direct the student in the guide registration process in each semester and follow up on his/her academic affairs during his/her guidance.
9.	**Drag and Drop:** The process of deleting, adding, or changing certain (people) or dates for one or more courses.
10	**Quarterly Rate:** The result of dividing the total points obtained by the student by the total units for all courses the student studied in a semester, and the points are calculated by multiplying the average.
11	**Cumulative Rate:** The result of dividing the total points obtained by the student in all courses that he/she averaged since joining the University by the total units prescribed for those courses.
12	**Academic Notice:** Notice to a student because his/her cumulative average is below the minimum.
13	**Student Registration**: A regular student drops out of study for a semester without an apology or deferred termination.
14	**Apologies for a Semester:** A semester postponement request to delay a semester according to the regulations for postponing a semester.
15	**Apologizing for a Course:** An apology for continuing to study a course following the regulations.
16	**Student ID:** A card indicating the academic year in which the student was registered and the semester in which he/she joined. In addition to the student's serial number.
17	**Curriculum:** A course subject within the approved study plan in each major (program). Each course has a number, a symbol, a name, and a detailed description of its syllabus that distinguishes it in terms of content and level from other courses. Some courses may have a requirement, prerequisites, or concurrent with it.

3. THE DEANSHIP OF ADMISSIONS AND REGISTRATIONS:

The Deanship also provides many administrative, technical, and electronic services such as registration system, electronic admission system, academic follow– up system, monitoring of results, graduation of the students, disclaimer and students' statements, and also to publish the rules, instructions and dates of admission and registrations, and other things of what the deanship offers. The deanship seeks to provide all the above mentioned services with the diligence to benefit all the modern technologies and to work on the development of the system to continue improving the standards of the community, students, reviewers, and professors of the services. It also informs students of the necessary regulations they need during their academic careers such as the system of studying, exams and rewards. The Deanship also communicates with the secondary schools to familiarize the students with the admission requirements and provides them with the necessary information and admission guide.

It also contributes to the provision of electronic services for the professors such as getting the course schedule, student names and entering the grades. It also seeks to benefit from modern techniques continuously and to develop its various programs to provide the best services required. It also facilitates the support processes of the academic system at the university which is one of the largest and most important systems in the university. It is the most needed system for the modernization and development in terms of the establishment of programs and maintenance or modification according to academic changes within the university to keep abreast of the latest technical developments and to link them with the Deanship of Staff. The Deanship of Staff contributes to the development of the performance of employees and staff to shift to electronic work environment in accordance with directives of the wise leadership to implement the concept of government to reach the level of admissions and registrations in the most prestigious universities.

The Admission and Registration Deanship is responsible for maintaining effective communication and cooperation with all academic and administrative units involved in the admission, registration, and enrolment functions:
a) Admitting students;
b) Registering students;
c) Enrolling students;
d) Processing grades;
e) Assessing and recording student academic standing;
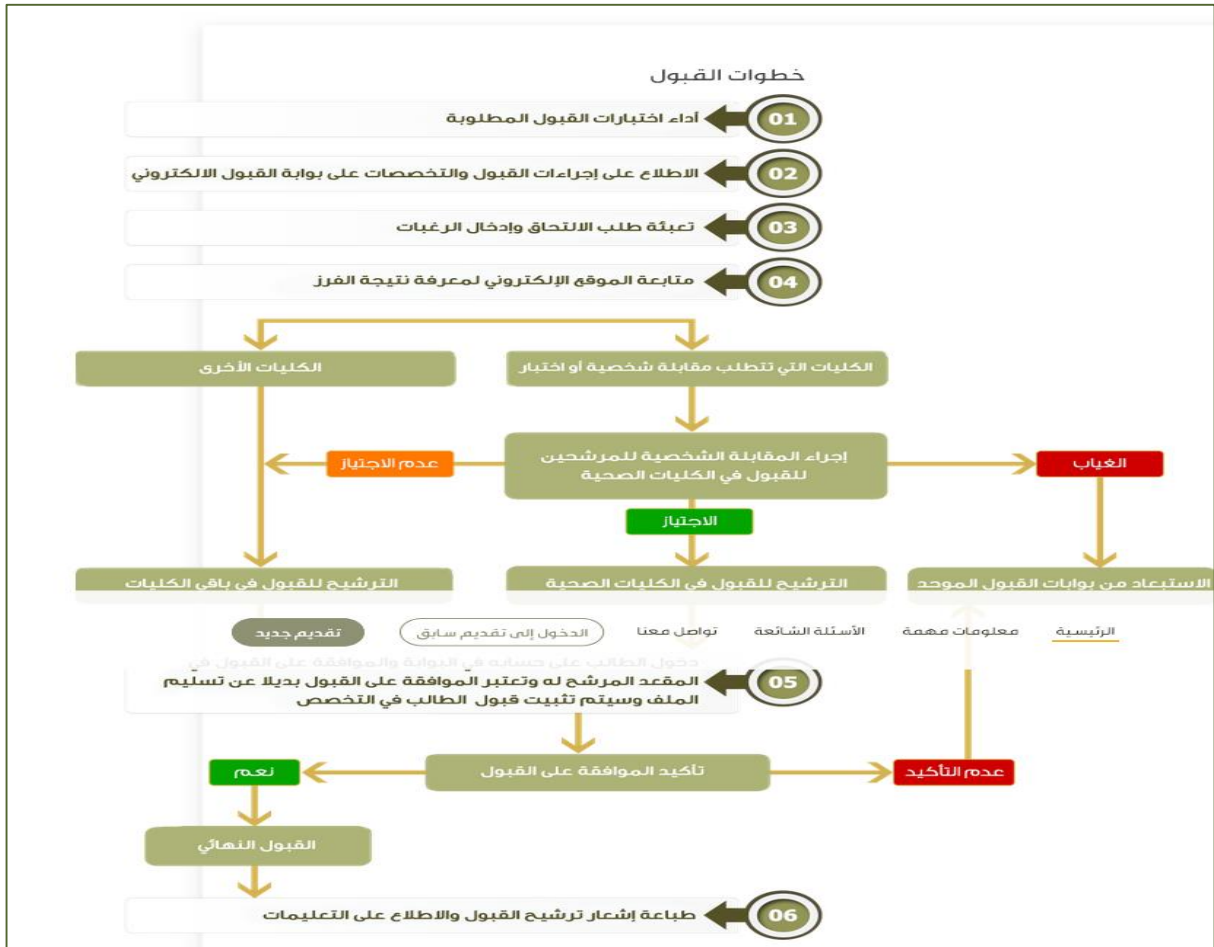f) Verifying and certifying degree completion;

g) Preparing the academic calendar;

h) Managing student academic records;

i) Processing student academic grievances and appeals;

j) Managing student payments and maintaining student accounts;

k) Maintaining the Student Information System; and;

l) Preparing, updating, and publishing course schedules and class and exams timetables.

4. ADMISSION REQUIREMENTS AND CONDITIONS:

1. The student should have obtained a general high school certificate or its equivalent from inside or outside the Kingdom of Saudi Arabia.
2. The student should not exceed more than five years after obtaining high school certificate.
3. Exhibiting a good conduct and behaviour.
4. Passing any exam or interview required by the college for admission.
5. The student must be medically fit.
6. Should provide permission from his/her employer to continue as a fulltime student if he/she is working.
7. Satisfy any other requirements by the college that may be announced during admission period.
8. Should not be dismissed from other college or university due to disciplinary reasons.
9. The student must not be enrolled or accepted, or have previously obtained a bachelor's degree.
10. The student should not have a previous record at the University and should not be a regular student in another university.

5. ADMISSION PROCEDURES:

Stages and procedures for electronic admission at Majmaah University. The stages of admission procedures for fresh students are followed up electronically through the electronic admission portal. The electronic admission system aims to facilitate the administrative procedures related to the admission process for students at the university and guarantees equal admission opportunities for all applicants. It also helps them to identify appropriate alternatives among the available programs, and thus saves effort and the time for the student without the need to attend the university headquarters or its branches. In order to get the admission, there are three main stages as follows:

5.1 FIRST STAGE:

Before applying for the admission, the candidates must make sure that they are eligible enough as per the specified conditions and criteria.

5.2 SECOND STAGE:

The Deanship of Admission and Registration determines the dates of admission, its procedures, the preference between applicants, the announcement of the results and the notification of accepted students, as well as the mechanisms of admission tests and personal interviews, the number of seats available and the majors offered for admission based on what the department and college councils

suggest. **Admission Opening Announcement at Majmaah University "We are delighted to announce that Admission is now open for the new academic semester"**

5.3 THIRD STAGE:

If all the above conditions are satisfied, the candidates can apply through this link (https://www.rbu-admit.edu.sa).

https://www.rbu-admit.edu.sa/

Male Students

https://admit.mu.edu.sa/

Female Students

The admission confirmation; the student will get the admission acceptance letter from the University.

6. ADMISSION REGULATIONS:

- The application will be rejected if the data entered is incorrect.
- All applications are made through the unified admission gate for the current year.
- Admissions are subject to preference among students according to the weighted percentage and the availability of seats.
- The applicant's failure to complete any of the application procedures within the specified dates will exclude him/her from the competition.
- The full name shall be written in Arabic, in accordance with the General High School Certificate.
- The applicant must be medically fit.
- Upon nomination for admission, the Deanship of Admission and Registration must be provided with the following documents:
  a) A copy of the high school diploma.
  b) Personal Photos.

7. REGISTRATION:

The admission process for all students of MU is performed mainly electronically via the Edu-Gate electronic system.

1. Electronic admission starts by student's applying via the internet and ends by MU sending the acceptance letter and files of those who are accepted.

2. The process of the registration of the courses for the student is done in consultation with his academic supervisor. The student bears the responsibility of any deficiency or errors caused by ignorance of the instructions.

3. The student must complete the procedures of registration by himself/ herself, he/ she is not entitled to assign this responsibility to his/her representative at all.

4. The registration process can be performed automatically for students of a certain college or level if necessary.

5. If the student does not register for any course during the regular registration period, he/ she shall be considered as leaving study.

7.1 APPLICANTS WILL BE ASKED TO SUBMIT THE FOLLOWING DOCUMENTS:

1. Two copies of the High School Certificate with the original provided for verification.

2. (The original certificate will be retained in event of acceptance).

3. Two copies of the Saudi ID card with the original provided for verification.

4. A copy of the Good Conduct Certificate plus four personal photos.

5. A copy of the Achievement Exam result.

6. A copy of the Aptitude Exam result.

8. ACADEMIC LOAD:

1. Academic load refers to the total credit hours for the courses the student registers for per semester. It is determined in accordance to the following regulations:

    a) The minimum academic load is 12 credit hours for a semester. - The maximum academic load is 18 credit hours per semester and 10 credit hours for the summer semester.

    b) The student who has an academic probation shall not be allowed to increase his/ her academic load to more than 14 credit hours.

    c) The student who has a Pass Grade shall not be allowed to increase his academic load to more than 16 credit hours.

    d) The student on the threshold of graduation is allowed to exceed the maximum load, the increase must not be more than three credit hours.

9. ACADEMIC PROBATION:

The student shall be given an academic probation if his CGPA becomes less than 2.00 out of 5.00.

10. CONDITIONS FOR ACCEPTING GRANTS FOR NON-SAUDIS:

1. To have a high school diploma or its equivalent from inside or outside the Kingdom.

2. No more than five years have passed since he obtained his high school diploma or its equivalent.

3. To be medically fit.

4. To successfully pass any test or interview deemed by the College Council.

5. The student should not be dismissed for academic or behavioural reasons from any university or educational institution, and if the information provided is found to be incorrect, his/ her acceptance will be cancelled.

6. The student should not have obtained another scholarship from an educational institution in the Kingdom.

7. To have an aptitude test score.

8. To have a high school diploma in case of applying to the Colleges of Engineering and the College of Computer and Information Technology.

9. To have obtained (80% or more in the equivalent percentage).

10. To have obtained (85% or more of the composite percentage).

11. The high school percentage must be 85% or more in the case of applying to faculties of education.

12. The student must be a regular resident in the Kingdom.

13. The student must not be less than 17 years old and not more than 25 years old.

11. REGISTRATION OF A VISITING STUDENT:

Students from other universities can apply online to study at Majmaah University as visiting students in accordance with the following regulations:

1. The applicant should have a transcript with a GPA for at least two semesters in his/her university before applying to study as a visiting student.

2. The applicant must not be dismissed on educational grounds.

3. Prior written approval letter from the student's current university should be obtained to allow him/her to study as a visiting student along with specifying the courses to be taken.

4. The maximum number of semesters that a student is allowed to study as a visiting student is two semesters.

5. A student is not allowed to be admitted as a visiting student if he/she ever got a (DN-Denied) grade in any course he/she studied before as a visiting student at Majmaah University.

6.Courses' registration is the responsibility of the student and is subject to regulations and registration schedule.

11.1 PROCEDURES:

1) The student should contact the department that offers the courses he/she wishes to study at Majmaah University in order to review the course descriptions and ascertain that they are offered in a certain semester.

2) The student must apply online.

3) At the end of the semester, a visiting student shall issue an academic transcript that includes final results and deliver it to his/her university.

12. TRANSFERRING TO THE UNIVERSITY:

The transfer terms are as following:
1. The student must have studied at a recognized college or university.
2. The student should not be dismissed from the university from which he transfers for disciplinary reasons.
3. The student must have achieved the required average on which the admission to the specialization he/ she wishes to transfer to is based.
4. The student should pass at least 24 credit hours in the specialization at the university from which he/she transfers by regular attendance.
5. The student should provide an acceptable reason for the transfer request.
6. Approval of the dean of the college to which the student wishes to transfer under the terms of transfer that are approved by the College Board, and exist in the Deanship of Admissions and Registration.
7. The number of credit units that a transferred student is required to study at Majmaah University may not be less than (60%) of the total number of the required credit units for obtaining the bachelor's degree from the university.

12.1 IMPORTANT NOTICE:
Submitting the transfer application to the University does not mean the request is approved unless the approval of the transfer committee is issued.

12.2 REQUIRED DOCUMENTS:

1. Three copies of the high school certificate.
2. Three copies of the transcript ratified and stamped by the university from which he/she has been transferred.
3. Two copies of the student ID.
4. Reasons for transferring and the cause of discontinuing study if the student has discontinued study.
5. A copy of the Measurement Center exams.
6. The student may not withdraw his/her file from the university at which he/she studies until he/she receives the approval of his/her transfer application from the Deanship of Admissions and Registration at Majmaah University.
7. The student should keep a copy of the documents that he/she submits to the university.
8. The student whose transfer is approved should deliver the original documents during the specified period before the start of the semester, otherwise his/her transfer approval shall be annulled from outside the university.
9. The student may not claim the documents submitted as they are only copies.
10. Identification letter from the student's guardian's employer + two copies of the family card (female students).

12.3 PROCEDURES:

1. The application along with the rest of the documents referred to above should be submitted to the Deanship of Admissions and Registration after completing the external transfer form (the form specially designed for transfer).
2. The Deanship of Admissions and Registration receives transfer applications from outside the university and sends to the concerned colleges. Applicants for transfer shall take the exams that may be required by some specialties.
3. The student who obtains the approval of the transfer committee shall be notified to deliver the originals of the required documents during the specified period to complete the procedures for his/her transfer and grant him/her a student number at MU.
4. The student whose transfer is approved shall apply to his/her college for course equivalency according to applicable procedures.

5. After issuing his/her student number, the student shall access the academic system portal for registration and check with his/her college in case of any problem in registration.

6. The student should take out the university card from the Deanship of Admissions and Registration.

12.4 PROCEDURES FOR COURSE EQUIVALENCY (OUTSIDE THE UNIVERSITY):

1. The student applies to his/her college to which he/she has been transferred for equivalencies of courses that he/she already passed. He/she should enclose a copy of the transcript (original) ratified by the university from which he has been transferred along with descriptions of the courses that he passed and a copy of the form of the equivalency.

2. The College Board or its proxy may approve the equivalency of passed courses, noting that the maximum is 40% of the study plan at Majmaah University.

3. The signed and ratified equivalency letter shall be sent to the Deanship of Admissions and Registration to implement it on the academic system after verifying its compliance with regulating rules.

4. The student should log into his/her account via the academic system portal to ascertain that the courses have been noted as equivalent. The student should also check that the equivalent course has been cancelled from registration if it is registered in the semester when the equivalency was conducted.

13. DELETION AND ADDITION:

1) The student can modify his/ her registration through the electronic portal by adding and deleting courses within the period specified for that.

2) The number of academic hours should not be less than the minimum academic load allowed for registration.

3) All courses in level one are compulsory.

4) Student/graduate shall review the study plan to ensure that the previous and concurrent requirements of the registered courses are met and review the certificate evaluation to learn about the courses required to be registered before the deletion and addition begins, and the student is responsible for failure to carrying out the above mentioned.

5) The student shall adhere to the maximum and minimum of the educational burden permitted for registration (without prejudice to the number of hours of level in the approved study plan),

6) The student shall review the schedule through the (Student's Academic Schedule) page, be committed to attending all the registered courses, and follow the academic schedule until the end of the third week. (Important definitions. The student's academic schedule: It is a schedule in which all the details of the registered course, lecture dates, and the final test are shown, while the weekly schedule: it shows the dates of registered lectures as per week and does not indicate the date of the final examination).

7) The student ensures that the courses are not inconsistent with the final exams.

8) Applications for registration will not be considered after the period specified in the university calendar.

9) Follow-up to the university website is very important for the student, in order to see the instructions and what is new on the registration process.

14. APOLOGY FOR SEMESTER:

1. The student shall apologize (deletion of the semester) automatically for continuing to study the semester without being deemed as a failure.

2. The students shall follow up the results of deleting the semester on the academic electronic system, if the request is not approved, the student is obliged to attend according to his/her schedule.

3. The apologized student shall be obtained an excused withdrawn grade in all courses of that semester.

4. The duration of the apology is calculated within the period required to complete the graduation requirements.

5. The student may not postpone or apologize for more than two consecutive semesters throughout his/her period at the University.

6. The first year student may not apologize for a semester.

7. Students can apply through the student's account on the academic system portal during the specified period of apology (after the first week of the start of study and till five weeks before the start of the final exams).

8. Students can select the link of academic movements, then choose an apology movement for the semester.

15. POLICIES GOVERNING WITHDRAWAL FROM A COURSE:

1. First year student may not withdraw from any course.
2. The student may withdraw automatically from one course with an excuse three weeks before the beginning of final exams according to the University academic calendar.
3. The academic load (hours recorded) in the semester should not be less than the minimum (12) hours.
4. The student is allowed to apologize for a maximum of four courses during his stay in the university.
5. The student submits an apology request through the academic system portal.
6. The course is not synchronized with another course.

16. RE-ENROLMENT:

A student whose enrolment is cancelled may apply for re-enrolment using the same university ID number and academic record he/she had before cancellation of his/her enrolment, according to the following regulations:

a- He/ She must apply for re-enrolment within five regular semesters from the date of dismissal.

b- The College Council and the authorities concerned must approve the re-enrolment.

c- If five or more semesters have lapsed since he/she interrupts his/her studies from the University; the student can apply to the University for admission as a new student without consideration of his/her old academic record if he/she fulfils all the admission requirements announced at the time of application.

d- A student can be granted re-enrolment only once. The University Council may make exceptions when it deems necessary.

e- A student cannot be re-enrolled if he/she has been on probation prior to his/her cancellation of enrolment.

f- The re-enrolment mechanism of the student shall be made automatically through the academic electronic system. In case of failure, the student shall submit an application to the academic advisor.

17. ACADEMIC ADVISOR:

✓ An academic advisor shall be assigned to the students of each department to assist them in the following:

✓ Understanding and interpreting the systems and regulations.

✓ Providing them with the study plan that includes graduation requirements.

✓ Following up on the academic progress of the student.

✓ Monitoring application for postponement and apology.

✓ Academic and disciplinary decisions if any.

✓ Being aware of the equivalent of the courses that they have studied in case of transfer or study outside the college or university.

✓ Notifying them when they are met with obstacles or get academic warnings and guiding them to improve their level by accessing to their results.

✓ At the end of each semester, the academic advisor shall submit to the head of the department the names of the students who have dropped out, warned, advanced and students who are expected to graduate after the end of the semester.

18. GRADE DISTRIBUTION:

The full mark for every course is 100, which is typically distributed as follows:

➢ 30 Marks for Midterm Exam

➢ 40 Marks for Final Exam that covers the entire course contents.

➢ 30 Marks for Semester work such as: verbal and written tests, reports or research work or additional studies, experimental lab, and weekly or monthly homework.

Examination The overall marks of any course is calculated as following:

1. Sixty (60) marks out of one hundred (100) for student work during the semester that includes at least one written midterm and one or more of the following choices:

- Written midterm
- Quizzes
- Oral exams
- Projects
- Presentations
- Class Activities (Participation)

- Research

2. Forty (40) marks for the final examination that designated during the last week of each semester of the academic year.

19. GRADING SYSTEM:

The below table shows the grading system used at Majmaah University. The table shows that each letter grade has a numeric value represented by points. The points of each course are based on this number value and the credit hour value of that course.

Grade	Points	Course Grade	Mark
A+	5.00	Excellent Plus	95 – 100
A	4.75	Excellent	90 less than 95
B+	4.50	Very Good Plus	85 less than 90
B	4.00	Very Good	80 less than 85
C+	3.50	Good Plus	75 less than 80
C	3.00	Good	70 less than 75
D+	2.50	Pass Plus	65 less than 70
D	2.00	Pass	60 less than 65
F	0.00	Fail	Less than 60
IC		Incomplete	
IP		In process	
W		Withdrawal	
DN	1.00	Deprivation	

20. FREQUENTLY ASKED QUESTIONS:

1- What is the Academic Warning? The Academic warning is a notification to the university student due to his/her low GPA (Grade Point Average), which is (2 out of 5) according to the Academic regulations.

2- What is the meaning of Semester Formative Marks? Formative Marks are marks given to a student for his/her academic participation, research or educational activities during a given semester.

3- What is an Incomplete Grade? Incomplete Grade is a temporary grade given to a student because of his/her failure to meet the course requirements at the specific time. It is coded as (IC) in the student Academic Transcript.

4- What is the meaning of a Continual Grade?

It is a temporary grade for a course that takes more than a semester to finish. It is coded as (IP)

5- How can I calculate my semester grade? The semester grade is the quotient of the student's total points divided by the total prescribed units of all the courses of a given

semester. Points are calculated by multiplying the prescribed unit by the weighed grade obtained by the student in each course

6- How is the GPA calculated? It is the quotient of the total points obtained by the student in all the courses he/she has studied since joining university divided by the total prescribed units of such courses.

7- How many units can I register in one semester? The minimum limit of units a student can register is 12 hours (unit) in a single semester, and the maximum limit is 20 hours (unit) considering the Student Cumulative Grade. The number of units must fit the student cumulative grade.

8- What is the Level System at the university? It is a study system of 2 semesters each year. The summer semester accounts for half of a spring or fall semester. Graduation requirements are distributed over levels according to the study plan.

9- When are courses of the next semester registered? Courses are automatically registered at the Deanship of Admission and Registration before the beginning of a given semester.

10- Is the student required to confirm his/her automatic registration? Yes. A student must take his/her timetable out of the University portal before the end of the first week of study, or he/she would be considered a dropout.

11- Can a student add courses to or delete courses from his/her timetable? Yes. A student can delete courses he/she does not want to study or add courses he/she wants to study within one week of the beginning of a semester and in the academic evaluation period of the university. Student study load mustn't be less than 12 credit hours (units) or more than 20 credit hours (units).

12- Can I register courses or credit hours' even if I get an academic warning because of my lower cumulative grade (2 out of 5)? No. A student who received an academic warning cannot register more than 14 hours.

13- I have got a mediocre grade. How many hours or study units I can register? A student who received a mediocre grade cannot register more than 16 hours.

14- I am expected to graduate this semester, and my grade is mediocre. I still have more than 16 hours or study units to graduate. What should I do to register the study units or credit hours? A graduate student can exceed the maximum hours by only 3 hours.

15- What is the permissible proportion of the student absence hours according to the university regulations? A regular student must attend lectures and sessions. He/she will be denied access to final examinations and fail the course if his/her absence hours exceeded the proportion set by the University Council. Attendance percentage mustn't be less than 75% of the total lectures and classes of each course.

16- What should I do if I did not attend the final examination of a course without a plausible excuse? If a student misses the final examination of a course without a plausible excuse, he/she will be marked zero in that exam. Only his/her formative assessment marks are marked and calculated.

17- What should I do if I miss the final examination due to a plausible excuse? If a student misses a final examination of a course due to compelling and necessary conditions, the College Council may accept his/her excuse and allow him/her to take the final exam during the next semester. He/she is given the mark he/she obtains at the exam.

18- Can a student apologize for a semester because of emergency, and how? A student can apologize for a semester due to emergency if he/she submits a plausible excuse to the Dean of his/her college at least 3 weeks before the final examinations according to the academic calendar. But for those students whose colleges apply the Study Year System, they could apologize for the semester at least 5 weeks before the final exams according to the approved academic calendar.

19- How many times can I cancel for a semester throughout my university study? You can only cancel for two consecutive semesters or three separate ones. However, students in the colleges that apply the annual system cannot cancel two or more consecutive years throughout the student period of study at the university.

20- Can I cancel for a course, and do not take a fail grade in it? Yes, you can cancel for one or more courses according to the determined period, although the course load mustn't be less than the minimum limit (12 hours), and the cancelling is within the predetermined period.

21- Can I delay the course for specific reasons? Yes, you can delay any course before the end of the first week of study, but the reason of delay has to be accepted by your college dean, and the delay should not exceed 2 consecutive semesters or more than

two separate semesters. Moreover, the delay cannot take 2 consecutive years or 3 separate years. (However, students in the colleges that apply the annual system cannot cancel two or more consecutive years throughout the student period of study at the university.)

22- Is the delay period calculated in the required graduating period? No, the delay period is not calculated in within the required period for graduation.

23- I dropped out of college for personal reasons without submitting any excuses or cancelling terms. What is my status then? If a student drops out of college for a semester without the submission of any excuses, he/she is considered dismissed from the university. The college council can decide the student dismissal due to a period less than above. The distant learner is dismissed if he/she has not taken all semester final examinations without excuse.

25- What are the conditions of student dismissal?

The conditions that lead to student dismissal are: 1- Dropping out 2- Withdrawal without plausible excuse 3- Academic dismissal.

26-Can I get readmission? What are the terms? A dismissed student can submit a petition of readmission according to the following terms:

1- He/she should file the petition during 4 semesters after dismissal.
2- The college council and respective authorities approve his/her readmission.
3- A student can apply to the college as a new student if he/she misses the grace for semester period of readmission and meets the imposed requirements at the time. The University Council can make an exception according to the university regulations.
4- A student cannot be readmitted more than once. However, the college council can make exceptions if necessary.
5- Readmission is not permissible in case of academic dismissal.

21. FORMS:

ENROLLMENT FORM

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Education

المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية التربية

جامعة المجمعة
Majmaah University

Academic Advising Unit
FORM NO -AA-2

ENROLLMENT FORM

First Name	Father's Name	Last Name		Student ID								
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Semester:
☐Fall   ☐Spring   ☐Summer
201__/201____   143___/143____

Program:
☐CE   ☐CS   ☐IT   ☐IS

Major:_____

Gender:
☐Male   ☐Female

Course ID	Section	Course Name	Add/Drop/ Withdraw	Credit Hours
		Total		

Pledge: I herewith agree, as a student of CCIS on the Majma'ah University, that I will conduct myself at all times in a honorable and proper way, and that I will abide by the rules of the faculty and all regulations of the college; and conduct myself in conformity with the spirit of the honor system, which means that I will not only sign the specific pledge, but give my word that I will maintain the integrity of the honor system.

Student Signature :   Date : ___/____/

Advisor Signature: Date : ___/____/

IN CASE OF AN EMERGENCY, CONTACT (PARENT, GUARDIAN OR NEAREST RELATIVE:
NAME: RELATIONSHIP:
HOME PHONE NUMBER: BUSINESS PHONE NUMBER:

STUDENT ENROLLMENT FORM

جامعة المجمعة
Majmaah University

Student Registration Form

Academic Advising Unit
FORM NO -AA-1

Academic Information:

Student Name (Ar) :	....	**Student ID:**	....
Student Name (En) :	....	**GPA:**	....
Department:	....	**Track:**	....
University Enrollment:	....	**College Enrollment:**	....

Personal Information:

National ID:	....	**Date of Birth:**	....
Phone Number:	....	**Email:**	....

Additional Information:

- Did you Transfer from another University? ⃝ Yes ⃝ No if Yes, Specify the name of university ....
- ....
- ....
- ....
- ....

Student Signature:...

Date:...

وزارة التعليم العالي
جامعة المجمعة
عمادة القبول والتسجيل
قسم القبول

جامعة المجمعة
Majmaah University

الرقم التسلسلي: ....

التاريخ: / / ١٤هـ

نموذج انسحاب من القبول (لطالب مستجد)

الاسم الرباعي							
رقم السجل المدني							
الرقم الجامعي (إن وجد)							
رقم الجوال						٥	.
الكلية المقبول بها		التخصص					
سبب الانسحاب							

❖ ملاحظات :

• سوف تفقد المقعد الذي تم قبولك عليه وستتحمل المسؤولية كاملة والمترتبة على إكمال هذا الإجراء والتي تتضمن عدم المطالبة بإعادة قبولك للجامعة خلال العام الجامعي.

• يجب إبراز أصل الهوية الوطنية عند تقديم هذا النموذج علما انه لا يمكن تسليم الملف إلا لصاحبه فقط.

أقر أنا الطالب الموضح بياناته أعلاه برغبتي في الانسحاب من قبولي لهذا العام الجامعي: ١٤هـ وقد اطلعت على الشروط والإجراءات المترتبة على ذلك.

اسم الطالب: ....   التوقيع: ....

❖ للأستخدام الرسمي :

اسم الموظف المختص: ....   التوقيع: ....   التاريخ: / / ١٤هـ

❖ التنفيذ بالنظام الأكاديمي :   ☐ نفذ   ☐ لم ينفذ

تاريخ التنفيذ: / / ١٤هـ   اسم الموظف: ....   التوقيع: ....

ADD/DROP/ WITHDRAW FORM

نموذج (حذف – إضافة – تسجيل)

اسم الطالب:		المستوى:	
الرقم الجامعي:		التخصص:	
المعدل التراكمي:		المرشد الأكاديمي:	

المقررات المراد تعديلها (حذف – إضافة – تسجيل)

عدد الوحدات	رقم الشعبة	اسم المقرر	رقم ورمز المقرر	م
الحـــــــــــذف				
				1
				2
				3
				4

متطلب سابق	عدد الوحدات	رقم الشعبة	اسم المقرر	رقم ورمز المقرر	م
الإضـــــــــافة					
					1
					2
					3
					4
					5
					6
					7

مجموع الوحدات بعد الحذف والإضافة (................... وحدة)

توقيع الطالب:	توقيع المرشد:
التاريـــــخ:	التاريـــــخ:

سعادة الدكتور/ وكيل الكلية للشؤون الطلاب   حفظه الله
السلام عليكم ورحمة الله وبركاته ,,,

أرجوا التفضل بالموافقة على تنفيذ التعديل حيث أن الطالب والمرشد التزما بالتعليمات المدونة خلف النموذج وأن التعديل لايؤثر على سير الطالب أكاديمياً.

مع تحياتي وتقديري,,,,

رئيس القسم

الاسم:
التوقيع:

Department of English	
Title: Admissions and Registrations	
Version 2	Date:
Recommended:	Vice Dean for Quality & Development
Approved by:	Head of the Department Dr. Majed AL-Harbi