



عمادة القبول والتسجيل
Deanship of Admission and Registration



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



Wa'iy

initiative



IAU_AR



0133332222



bserv@iau.edu.sa





Wa'iy Initiative

Student Information System E-services

Target audience: IAU students



IAU_AR



0133332222



bserv@iau.edu.sa





Wa'iy initiative aims to raise awareness among the students at Imam Abdulrahman University about the academic rules and regulations that pertain to registration, remuneration, graduation, and all related academic procedures such as transfers, visiting, and postponement of study. It also aims to acquaint the students with the e-services offered by the Student Information System (SIS) and all academic procedures related to such services from the moment of admission until graduation. In addition, the initiative offers advice and tips on academic matters.



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Wai





Aims of the Initiative:

- Providing guidance for students about the academic regulations and rules via university emails, the Deanship of Admissions and Registration's social media (Twitter-Snapchat-Instagram) and the Deanship's page on the university website.
- Facilitating students' understanding of the rules and regulations included in the Study and Examination Regulations.
- Clarifying the procedures of the e-services available on the Student Information System (SIS).
- Contributing to the ensuring of the quality of the educational process and reducing failure and dropout rates by raising awareness of the academic regulations and disciplinary procedures and their impact—whether positive or negative—on students' academic journey.
- Highlighting the importance of regular attendance and engagement on the students' academic performance.
- Reminding students of the dates and deadlines for transferring, visiting, and postponement of study, etc.



Please click  for a quick access to the service details

Service	Service	Service
Request a letter of enrollment 	Steps to view the attendance roster 	Individual college placement 
Electronic Transcript (e-Transcript) 	Steps to view the absence percentage 	Steps of selecting college preferences for Individual college placement 
Academic level 	Steps to obtain academic progress report 	Specialization 
Academic calendar 	Postponement of study 	Steps of major preference request 
Academic course load 	Steps of postponement of study 	Individual specialization 
Course enrollment 	Withdrawal of study (Apology) 	Steps of major preference request for individual specialization 
Steps of course enrollment 	Steps of an apology request 	Change of specialization within the college 
Enrollment requests 	Difference between apology and postponement of study 	Steps to change the specialization within the college 
Steps to submit enrollment requests 	Discontinuation of study 	Remunerations 
Course withdrawal 	Steps to re-join after discontinuation of study 	Steps to add your bank account 
Steps of course withdrawal 	Internal transfer between university colleges 	Steps to print Certificate of Excellence 
Academic Probation 	Steps of internal transfer between university colleges 	
How to register for students on academic probation 	Procedures of internal transfer between university colleges 	FAQs (1) 
Steps to enroll in the academic advising course 	Visiting between university colleges 	FAQs (2) 
Course grading symbols in the academic transcript 	Steps of visiting between university colleges 	Guidance Tips 1 
Guide to grading and cumulative GPA 	Visiting outside the university 	Guidance Tips 2 
Regular Duration of Academic Procedures 	Procedures of visiting outside the university 	Guidance Tips 3 
Standard duration of study and the maximum period for graduation 	Credit equivalency for transfer students from another university 	Guidance Tips 4 
Denial (DN) 	College placement 	Guidance Tips 5 
Steps to submit an absence excuse 	Steps of selecting college preferences 	Guidance Tips 6 



IAU_AR



0133332222



bserv@iau.edu.sa

ووعي
Wai





Request a Letter of Enrollment

A service that enables the student to obtain a statement proving that he is a regular active student during the current semester.

Steps:



Electronic Transcript (e-Transcript)

Dear student, you can access the following via the Student Information System (SIS):

⋮ **The official e-Transcript** (for a regular active student)

⋮ **The unofficial e-Transcript**

The screenshot displays the 'Student Homepage' interface. At the top, there is a dropdown menu labeled 'Student Homepage'. Below this, the interface is organized into a grid of tiles. The first row includes 'Academic Progress' (with a pie chart showing 17% Complete and 83% Incomplete), 'Academic Records', and 'Financial Account'. The second row includes 'Manage Classes', 'Profile', 'Tasks' (with a warning icon and 'No current tasks'), and 'E-Service'. The third row includes 'Academic Supervision' and 'Transcript', which is highlighted with a red border. The 'Transcript' tile shows an icon of a document with a person silhouette.



IAU_AR



0133332222



bserv@iau.edu.sa



Student's academic level

Each semester in the approved program plan is considered as one academic level, and the academic year consists of two academic levels. The levels are numbered according to their sequence in the approved study plan of the program.

Steps to identify the academic level:



The benefits of identifying the academic level:



Choosing the courses from the lower levels to prioritize registering them.



Knowing the registration time as announced in the registration time plan for each level.



Verifying if the requirements of specialization are fulfilled.



Following the academic plan and the required courses according to the academic level.





Academic Calendar and Weekly Plan:



Academic
Calendar (PDF)



Academic
Weekly Plan

Steps:



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii





Academic Course Load

The number of study units (credit hours) that a student can register during the semester/academic year according to his/her cumulative GPA.

The cumulative GPA for programs that require a 2.75 to graduate. [Architecture, Engineering, Dentistry]	Cumulative GPA for the remaining programs	The maximum number of study units	
		Annual system (First Years of College of Medicine only)	Semester system
Under academic probation	Under academic probation	20 credit hours	12 credit hours
From 2.75 to less than 3	From 2 to less than 2.5	25 credit hours	15 credit hours
From 3 to less than 4	From 2.5 to less than 4	As specified in the plan or 30 credit hours	As specified in the plan
4 and above	4 and above	40 credit hours	20 credit hours or specified in the plan

Benefits of academic course load



Following the approved study plan of the program.



Effective Planning for courses enrollment and selection according to the priorities of each academic level based on the cumulative GPA.



The duration of study should range between the standard duration of the program and the maximum graduation period.



Completion of study requirements within the standard program duration and before the maximum graduation period to avoid academic dismissal.



Course Enrollment

Enrollment should be according to the announced registration time plan and based on the student's earned credit hours in the study plan.

Students Responsibilities:



Students are required to self-register their courses in the Student Information System (SIS)



Students must make certain the courses enrollment is confirmed.



Students must adhere to the academic calendar and registration time plan.



Students should follow the study plan.



Students commit to regular attendance according to the schedule, depending on the enrolled courses.

Remember

- Adding courses in the shopping cart does not mean confirmation of enrollment.
- It is important to start registering the courses of the lower levels.
- Student must complete the prerequisite(s) of the course before being able to enroll it.
- Students are not entitled to drop any courses from the foundation year program during their study period.

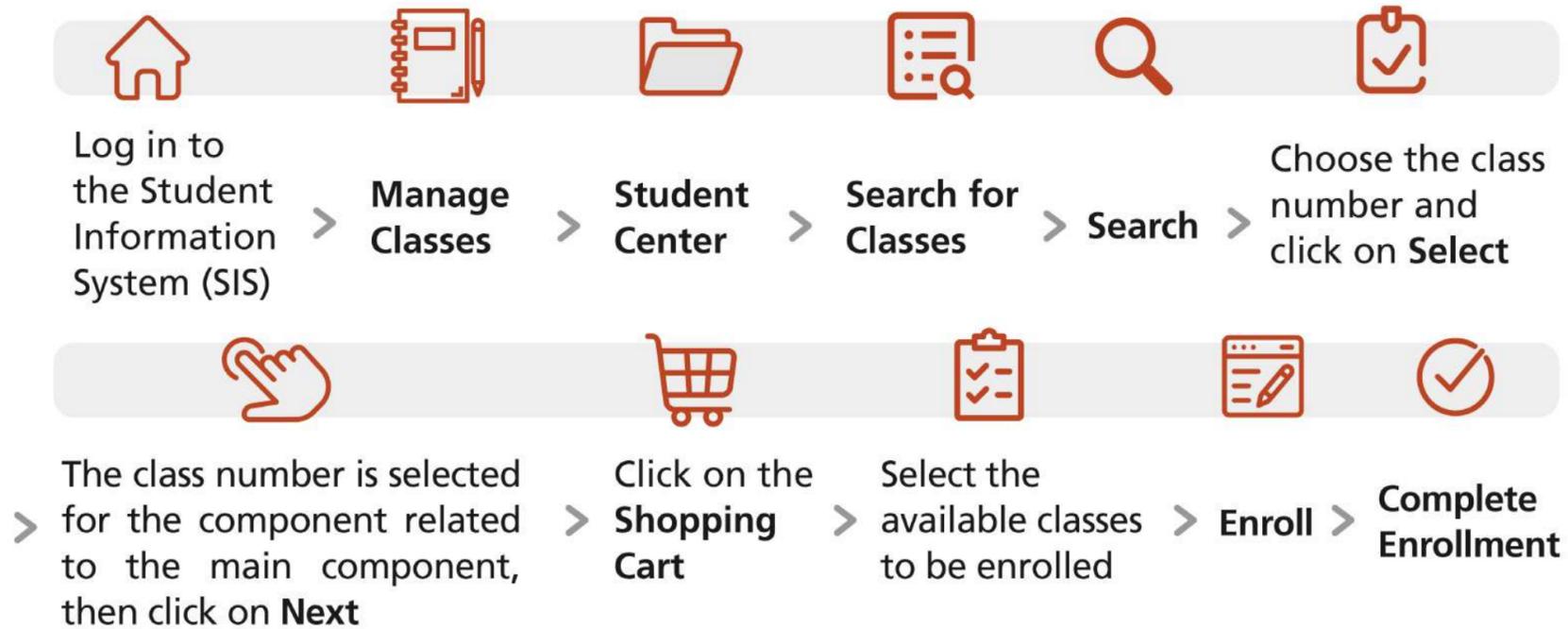
Enrollment issues:

Academic issues	Submit enrollment requests via the Student Information System (SIS).
Technical issues	Contact the Deanship of Admissions and Registration through official channels.
Others	Visit the Registration Office at the college.





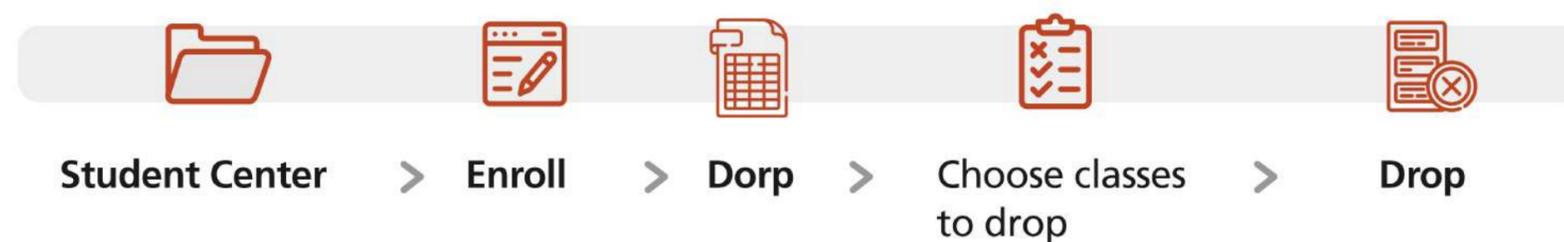
Steps of Course Enrollment



To check course enrollment status:



Steps to drop a course:



Enrollment Requests

Enrollment requests are submitted through the Student Information System (SIS) according to the registration time plan announced on the Admissions and Registration page on the university website.

Requests that are automatically managed or confirmed upon college approval:



Closed Section

A student can submit a request to enroll in a closed class (section) for a specific course (the course must be placed in the cart first).



Bypass prerequisite

A student can apply to enroll in a course by bypassing the prerequisite course.



Time conflict

A student can submit a request to enroll in a class that conflicts in time with another.



Enrolling in a Course Higher by Two Levels

A student can submit this request if there is a need to enroll in courses higher than the current level by two levels due to the lack of courses available for enrollment in the same semester (level).

Requests that require the completion of enrollment after college approval:



Courses lower by two levels:

The course is scheduled:

The course must be enrolled so that the student can complete the enrollment process for the remaining courses (**the course cannot be deleted**).

The course is not scheduled:

The request '**Course Lower by Two Levels**' must be submitted to obtain approval to enroll in the remaining courses.

The student has more than one course:

1. The scheduled course must be enrolled.
2. A request to bypass the course lower by two levels must be submitted to obtain the approval to register the remaining courses (the course cannot be deleted).



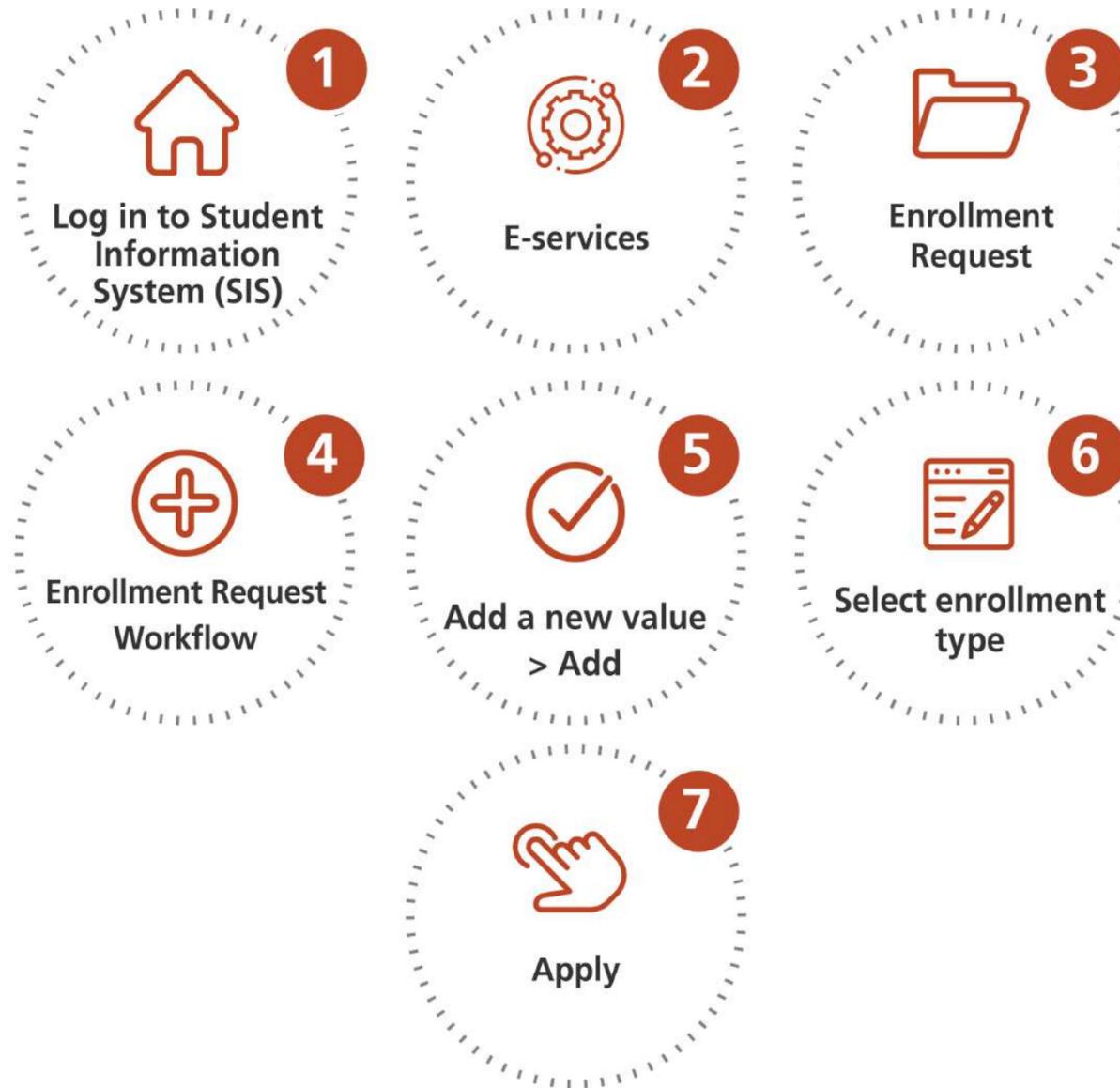
Additional Enrollment Units (Credit hours)

A student expected to graduate in the current semester may apply to enroll in more courses up to a maximum limit of four additional credit hours in the last academic level.

* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



Steps to submit enrollment requests:



Enrollment requests are to be approved by the college



IAU_AR



0133332222



bserv@iau.edu.sa

Course Withdrawal

When a student discontinues studying in one or more courses in the semester or academic year at the request of the student.



Students in the foundation year or the college first general year are not entitled to withdraw from any course.

Terms and conditions of course withdrawal:

- 01 The request should not exceed the end of week 11 for the semester system or week 20 for the annual system.
- 02 The number of credit hours after withdrawal should not be less than 12 credit hours for the semester system and 20 credit hours for the annual system.
- 03 Withdrawal from a course is not allowed if the student has progressed two academic levels beyond the course in his/her study plan.
- 04 The student is not allowed to withdraw from a course that will not be scheduled again because it is part of a study plan in the process of change, and there is no equivalent course in the ongoing plans.
- 05 The course was not withdrawn from or was not given the grade (DN) previously.
- 06 The student requesting for a course withdrawal must commit to attend the course classes until his/her request is approved by the college.

What are the consequences of course withdrawal?



The request cannot be reversed after the approval of the college.



Difficulty in regular enrollment according to the levels of the study plan due to the possibility of schedule time conflict for courses of different levels.



There is no guarantee that the course will be offered in the next semester.



It disrupts the study plan and completing the graduation requirements without exceeding the maximum period for graduation*.



The student is graded (W) for the course (grade W does not affect the cumulative GPA).



Not adhering to regular attendance until the request is approved may lead to academic penalties, affecting the grades of enrolled courses and, consequently, lowering the student's cumulative GPA.

Requests of course withdrawal are submitted through the Student Information System (SIS) according to the academic calendar announced on the University's website

* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



IAU_AR



0133332222



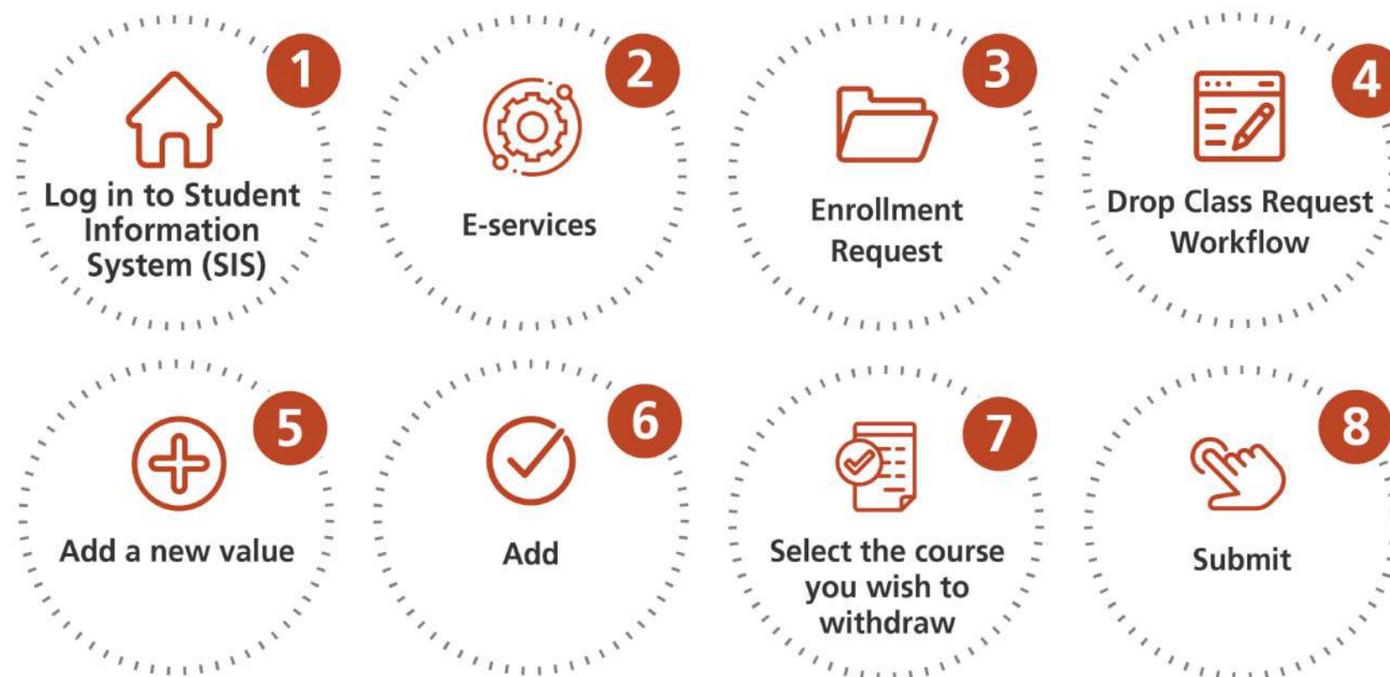
bserv@iau.edu.sa

وعي
Waa





Steps of course withdrawal



Steps to view Course withdrawal status



“ A student can submit a course withdrawal request for more than one course in the same request, and they cannot submit another request unless the previous request has been processed. ”



IAU_AR



0133332222



bserv@iau.edu.sa

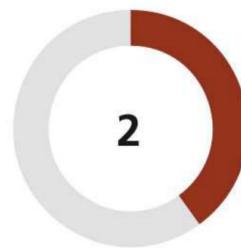


Academic Probation

A student can be placed on academic probation when he/she is not making the academic progress required for graduation. He/she is going to be given this notification because his/her cumulative GPA is lower than the acceptable minimum.



The cumulative GPA is less than 2.75 out of 5 for the Colleges of Dentistry, Architecture, and Engineering



The cumulative GPA is lower than 2 out of 5 for the remaining colleges.

Academic Dismissal

Exceeding the study period

When the graduation requirements aren't fulfilled within a maximum period of half of the period stipulated for graduation in addition to the standard duration of the program.

The student is dismissed from the semester system

When he/she is put on academic probation for three consecutive semesters.

The student is dismissed from the annual system (first years in the College of Medicine)

If he/she is unable to raise his/her cumulative GPA to the minimum after being put on academic probation and granted a full academic year.

What are the consequences of an academic probation?



The probation semester is calculated within the study duration and maximum period for graduation*.



An academic probation reflects not a good enough performance in the academic transcript and may lead to dismissal from



The remuneration is suspended during the probation semester.



The summer semester is not counted among the semesters in which students are placed on probation.

* **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.

* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.

How to Register for Students on Academic probation



Students who have been placed on academic probation for the first time

The student begins with enrolling in the course Academic Advising 1, then completes the enrollment of the courses available in that semester.



Students who have been placed on academic probation for the second time

Attended Advising Program 1

The student enrolls in the course Academic Advising 2, then enrolls in the courses available in that semester.

Did not attend Advising Program 1

The student must visit the Academic Affairs office at the college to coordinate with the University's Counseling Center and attend Advising Program 1, then enroll in the course Academic Advising 2 and complete the enrollment of the remaining courses.



Students who have been placed on academic probation for the third time

Attended Advising Program 2

The student enrolls in the course Academic Advising 3, then enrolls in the courses available in that semester.

Did not attend Advising Program 2

The student must visit the Academic Affairs office at the college to coordinate with the University's Counseling Center and attend Advising Program 2, then enrolls in the course Academic Advising 3 and complete the enrollment of the remaining courses.



Students who received an additional chance for the following semester after being suspended for the current semester

They must attend the Advising Program offered during the current semester.



Students who received an additional chance in the current semester

Attended Advising Program 3

The student enrolls in the course Academic Advising 3, then enrolls in the courses available in that semester.

Did not attend Advising Program 3

The student must visit the Academic Affairs office at the college to coordinate with the University's Counseling Center and attend Advising Program 3, then enrolls in the course Academic Advising 3 and complete the enrollment of the remaining courses.

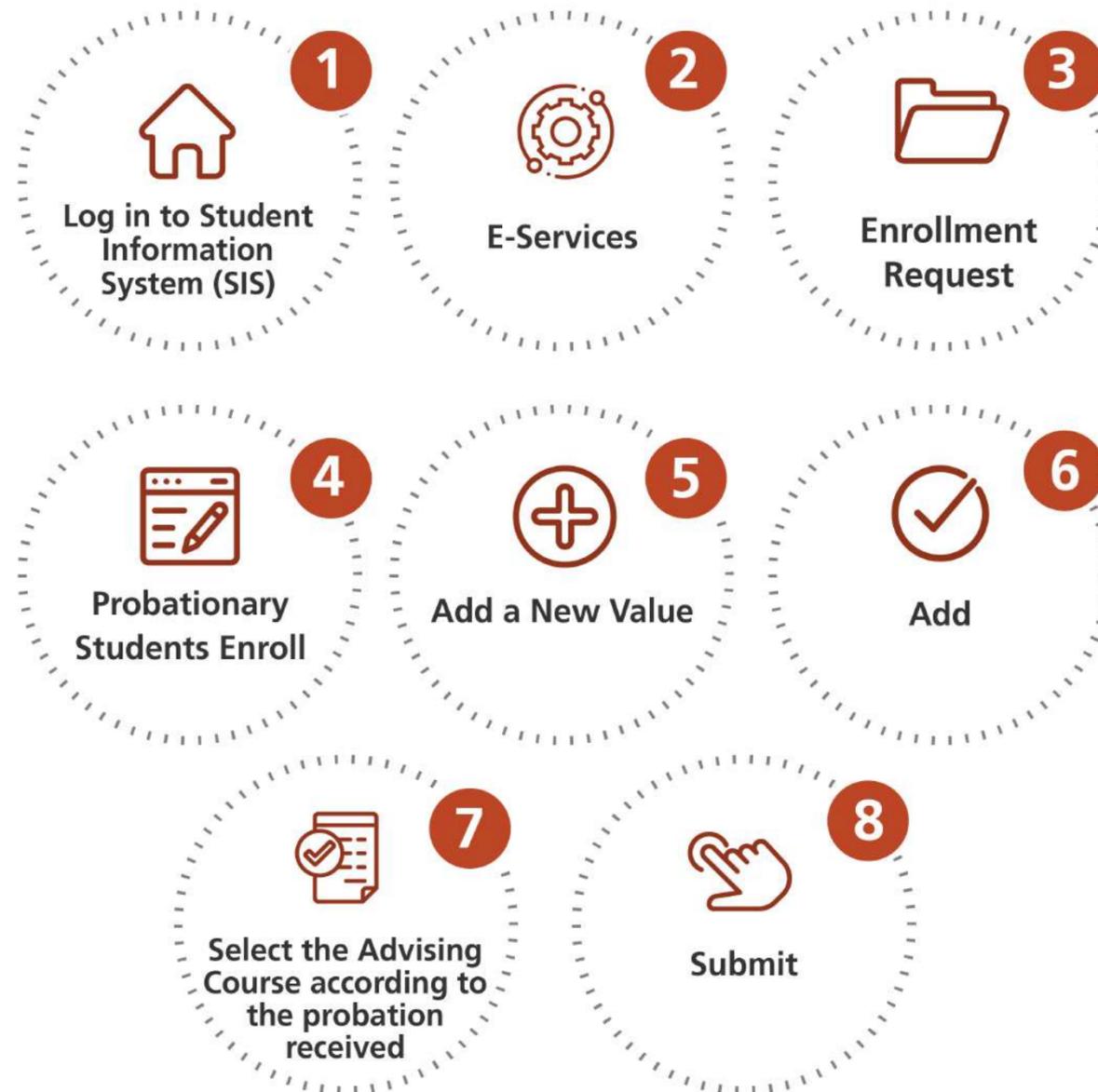


Students who are dismissed from the university

They must submit an electronic Clearance form to the University.



Steps to enroll in the Academic Advising Course



Your commitment to attend Academic Advising courses is a requirement to enroll into your courses each semester



IAU_AR



0133332222

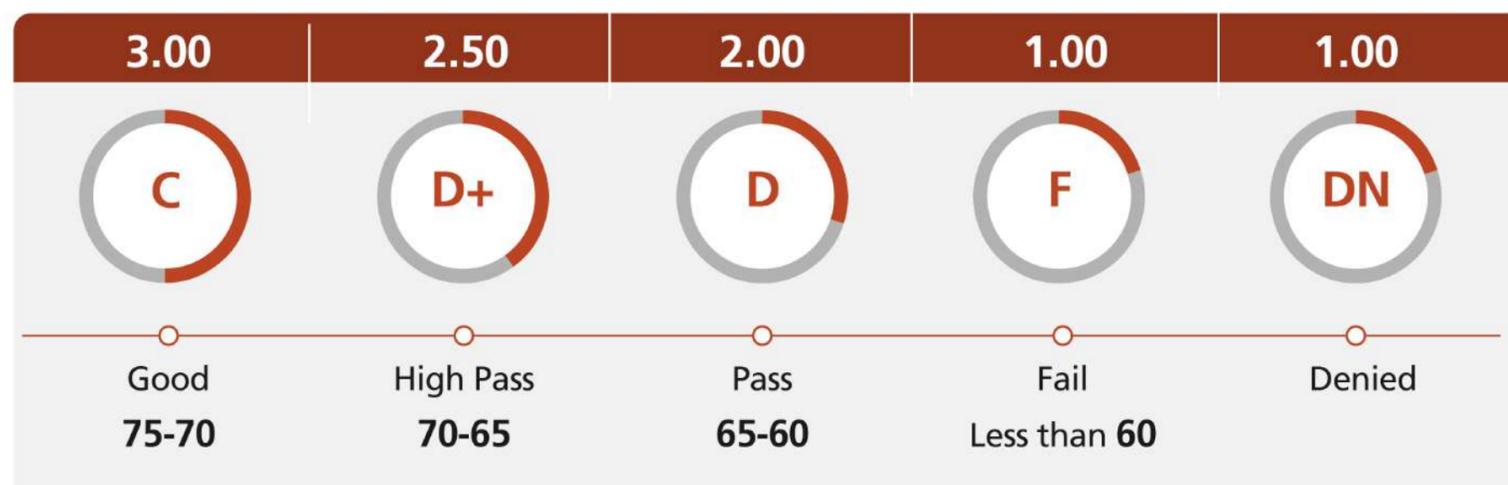


bserv@iau.edu.sa



Course Grading Symbols in the Academic Transcript

The academic transcript is considered to be an official document that states the complete status of a student, including: The name of the student's college, major, academic status, enrolled courses, credit hours, grades, year\semester-based GPA, cumulative GPA, and academic probation, if found.



Guide to grading and cumulative GPA



Points = Credit hours of the course * Grade weightage

Semester based GPA = $\frac{\text{Total points earned in the semester}}{\text{Total credit hours in a semester}}$

Cumulative GPA = $\frac{\text{Total of previous points} + \text{Points earned in the current semester}}{\text{Total of previous credit hours} + \text{Total credit hours in the current semester}}$

Graduation Honors



First Honors

The student who graduates with a GPA of 4.75 – 5.00.



Second Honors

The student who graduates with a GPA of 4.25 – less than 4.75.

Terms and conditions of first or second honors

01

The student must not have failed a course in the university or any other institution including students that are transferred or visiting.

03

The student must not have been subjected to a disciplinary decision during his/her time in the university.

02

The student must have completed his/her graduation requirements in a period averaging between the minimum and maximum period for graduation.

* Maximum period for graduation = the standard duration of the program + half of the standard duration of the program.

04

The student must have studied a minimum of 60% of the graduation requirements at the university they're graduating from.



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii



Regular Duration of Academic Procedures



Regular duration

The number of years or semesters that are designated as legitimate for a certain academic procedure. It is calculated based on the student's current program duration.



Maximum duration of academic procedures

The academic procedure	The Maximum duration
Internal Transfer	Half of the program duration
Minor Enrollment	two semesters before the end of the program duration
Remunerations	The exact Program duration
Honors Rank	The Program duration in addition to quarter of that duration
Dismissal	The Program duration in addition to half of that duration



Factors that affect the Regular Duration of Study:

Failing a course/courses	Withdrawal of Study (Apology)	Discontinuation of Study
Study Postponement	Denial (DN) Grades	Internal Transfer
Transfer from another university	Specialization Change within the college	Not following the study plan as advised



Standard Duration of Study and the Maximum Period for Graduation



Program duration

The number of years or semesters in the study plan approved by the University Council.



Standard duration of study

The number of years or semesters that are counted within the period a student spent in the college.



Maximum period for graduation

Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.

College	Program duration*	Duration of allocated remunerations	Maximum period for graduation
College of Medicine, College of Dentistry	6 years	6 years	9 years
College of Pharmacy - College of Engineering - College of Design (science majors) - College of Architecture and Planning	5 years	5 years	7.5 years
College of Applied Medical Sciences (Dammam-Jubail) - College of Nursing - College of Public Health - College of Design (Arts majors) - College of Computer Science and Information Technology - College of Business Administration - College of Science - College of Arts - College of Education - College of Sharia and Law - College of Science and Humanities in Jubail	4 years	4 years	6 years
College of Applied Studies and Community Service	4 years	2 years (After completing the general program and specialization at the college)	6 years
Community College (Dammam – Qatif)	3 years	—	4.5 years
Applied College (Dammam – Qatif)	2 years	2 years	3 years

*Above data is based on the most recent and updated study plans (2023). Students can visit the Academic Affairs office at the college to inquire about the exact program duration according to his/her plan.

Reminders

- Discontinued or postponed semesters are not counted within the study duration and maximum period for graduation.
- The duration of discontinuity due to persistent absence is included in the study duration and maximum period for graduation.
- Both apology and transferring semesters are counted within the study duration and maximum period for graduation.
- A probation semester is counted within the study duration and maximum period for graduation.
- Withdrawal from a course affects the permitted study duration.



IAU_AR



0133332222



bserv@iau.edu.sa

Denial (DN)

The student is denied entering the final exam of any course if his/her attendance is less than %85 to specified lectures and practical lessons during the semester or academic year for annual courses.

What are the consequences of a denial?

-  Denial of entering the course's final exam.
-  The student is considered to have failed the course and will receive a "DN" grade in the academic transcript.
-  The cumulative GPA will decrease.
-  Withdrawal from courses will not be available for courses a student was denied from.
-  The DN grade will be entered in the system, and the student won't be allowed to attend lectures.
-  The remunerations will be suspended.

Calculating the Absence Percentage

$$100 \times \frac{\text{the total minutes of absences and tardiness}}{\text{the total minutes scheduled for the class's lectures and practical lessons}}$$

Steps to view the absence percentage in enrolled courses

-  1 Log in to Student Information System (SIS)
-  2 E-Services
-  3 Others
-  4 Attendance Roster By Student
-  5 Find an existing value
-  6 Search

Students must commit to attend regularly or submit an absence excuse electronically through the Student Information System (SIS) within a week from the absence date whilst not exceeding 25% of lecture hours and practical lessons specified for the course. The provided excuse is subject to college approval.



Steps to submit an Absence Excuse



Steps to view the response to the Absence Excuse Application



“If the excuse was not accepted by the college, the reason will be available above the courses table in the Leave Excuse application form”



IAU_AR



0133332222



bserv@iau.edu.sa



Steps to view the Attendance Roster



Attendance Date	Type	Description	Present	Tardy	Left Early	Reason	From Time	To Time	Contact Minutes	Template Nbr
01/19/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	1
01/26/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	2
02/09/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	3
02/16/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	4
03/02/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	5
03/09/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	6
03/23/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	7
03/30/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	8
04/06/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	9
04/13/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	10
04/20/2022	MTG	Class Meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		6:00PM	8:00PM	120	11

The maximum number of absence minutes without an excuse =

$$\text{The total of contact minutes of the entire semester} \times \frac{15}{100}$$

“ The absence percentage for both excused and unexcused absences shouldn't exceed 25% of the total of contact minutes ”

The maximum number of absence minutes with an acceptable excuse =

$$\text{The total of contact minutes of the entire semester} \times \frac{25}{100}$$



IAU_AR



0133332222



bserv@iau.edu.sa



Steps to view the Absence Percentage of a course (Lectures – Practical Lessons)



Course ID	Course	Description	Absence With Excuse %	Absence Without Excuse %	Total Absence %
1 668066	HUMN 301	Oral Comm. and Public Speaking	0.00	0.00	0.00
2 668077	ENG 311	Dynamics	0.00	0.00	0.00

Total Absence Percentage for the course



IAU_AR



0133332222



bserv@iau.edu.sa



Steps to obtain your Academic Progress Report



Academic Report

Student Information			
Name	٢٢	Academic ID	
GPA	٢٢٢٢	Term	
Status	M10	Level	
Program	EGE°D	Program Code	

Study Plan					
Course Status	Units	Description	Catalog Nbr	Course ID	Level
PASS	٣	تورم أساسيات التصميم (١)	ARCH 1١١	٩٢٢٧٨	Level: ١ Level Units: ١٨ Level Courses: ٦
PASS	٢	مهارات التعلم والبحث	LRSK 1١١	٩٢٠٩٢	
PASS	٢	لغة إنجليزية عامة	ENGL 1١١	٩٢٠٩١	
PASS	١	القرية الهندية والساحة	PIEDU 1١٢	٩٥٠٣٤	
PASS	٣	رياضيات ١	MATH 1١١	٦٦٥٩٣	
PASS	٢	مهارات اللغة العربية	ARAB 1١٢	٩٢٨٤٠	
PASS	٢	الطبيعة والأسرة في الإسلام	ISLM 1٨١	٩٢٨٢٤	Level: ٢ Level Units: ١٨ Level Courses: ٧
PASS	٣	فيزياء	PHYS 1٢٢	٨٠٠٠٢١	
PASS	٢	مهارات الاتصال	LRSK 1٢٢	٩٢٠٩٣	
PASS	٣	لغة إنجليزية أكاديمية وتخصصية	ENGL 1٠٢	٩١١٧٧	
PASS	٢	تورم أساسيات التصميم (٢)	ARCH 1٢١	٩٢٢٧٩	
PASS	٢	مهارات الحاسب الآلي	COMP 1١١	٦٦٦٢٨	
PASS	٣	رياضيات ٢	MATH 112	٦٦٨٢٠	
PASS	٢	التاريخ وحضارة المملكة العربية	HIST ٢٨١	٩٢٨٢١	Level: ٣ Level Units: ١٨ Level Courses: ٧
PASS	٤	فيزياء (١)	PHYS ٢٢١	٦٦٨٢٤	
PASS	١	مدفحة إلى الهندسة	ENG ٢٢١	٦٦٨٠٧٤	
PASS	١	مهارات مكتبة	HUMN ٢٠١	٦٦٨٠٦١	
PASS	٤	تفاضل وتفاضل (١)	MATH ٢٢١	٦٦٦٠٨	
PASS	٣	كيمياء عملي	CHEM ٢٢١	٦٦٦٢٤	
PASS	٣	إنشاء إنجليزي	ENGL ٢١١	٦٦٦٠٩	



Postponement of Study

When a student does not enroll in any course for the academic semester or academic year and requests a postponement of study.



Students are not allowed to submit a withdrawal or postponement of study request during the joint first-year program or the first foundation year in the college.

Postponement of study is permitted throughout the period of study for

Semester-based academic system (Bachelor)

Three non-consecutive semesters or two consecutive semesters.

Semester-based academic system (Diploma)

One semester.

Year-based academic system (Bachelor)

One academic year.

What are the consequences of postponement of study?



The graduation is delayed.



A decrease in the number of credit hours that can be enrolled later due to unguaranteed offered courses or not completing prerequisites.



The request cannot be cancelled once approved.



The remuneration is suspended starting from the start date the postponement.



It is not calculated within the study duration and the maximum period for graduation*.



It disrupts the academic study plan and the enrollment of courses in following semesters.

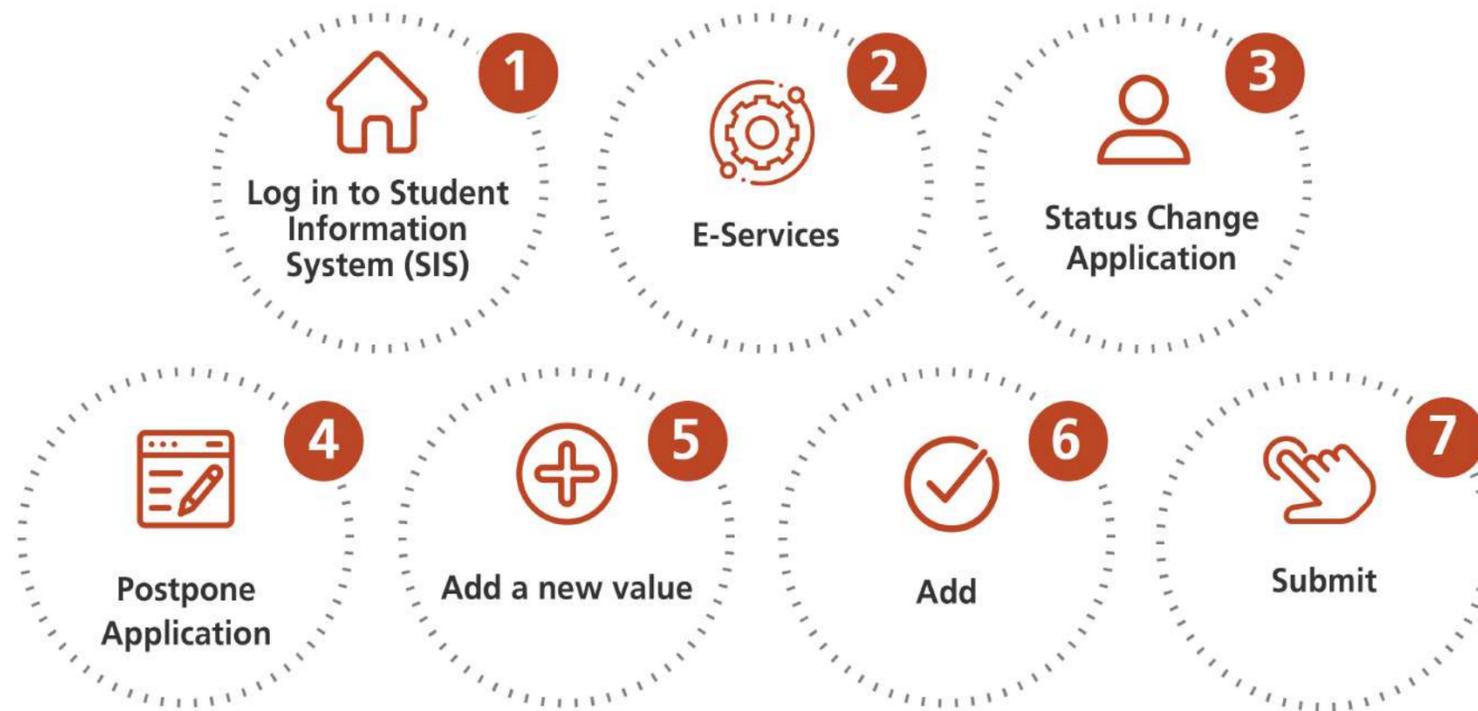
The postponement request can be submitted through the Student Information System (SIS) before the end of the second week of the semester for the semester-based system, or the fourth week of the academic year for the year-based system in accordance with the academic calendar announced on the University's website.

* **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.

* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



Steps of Postponement of Study



Steps to view the Response to the Postponement Request



“ The semester is automatically activated in the Students Information System after the postponed semester ends. ”



IAU_AR



0133332222



bserv@iau.edu.sa

Withdrawal of Study (Apology)

When a student doesn't complete his/her study of courses for an academic semester or academic year they are already enrolled in.



Students are not allowed to submit a withdrawal or postponement of study request during the joint first-year program or the first foundation year in the college.

Terms and conditions of withdrawal of Study (Apology):

01 The maximum number of times for a withdrawal of Study (Apology) are as follows:

Semester-based academic system (Bachelor)
Two semesters.

Semester-based academic system (Diploma)
One semester.

Year-based academic system (Bachelor)
One academic year.

02 It must be submitted no later than the end of the 14th week of the academic semester for the semester-based system and the 26th week of the academic year for the year-based system.

03 Students applying for an Apology must commit to attending their classes until their request is approved by the college.

What are the consequences of withdrawal of Study (Apology)?



The request cannot be cancelled after the approval of the college.



It disrupts the academic study plan and the enrollment of courses in following semesters.



The remuneration is suspended starting from the start date of the apology request.



The student is given a grade (W) in all his/her enrolled courses during the discontinued academic semester.



It is calculated within the study duration and the maximum period for graduation*.



Failing to attend regularly until the application is approved may lead to a denial (DN), which affects the grades of enrolled courses and thus lowering the student's GPA.

Withdrawal of study (Apology) requests must be submitted through the Student Information System (SIS) in accordance with the academic calendar announced on the university's website.

* **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.

* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii





Steps of an Apology Request



“ The semester is automatically activated in the Students Information System after the Apology semester ends. ”



IAU_AR



0133332222



bserv@iau.edu.sa

The Difference Between Postponement of Study and Withdrawal of Study (Apology)



Students are not allowed to submit a withdrawal or postponement of study request during the joint first-year program or the first foundation year in the college.

Postponement of Study

The student does not enroll in any course for the academic semester or academic year with the request of the student.

It is not calculated within the study duration and the maximum limit to graduate*.

The request is submitted no later than the end of the 2nd week.

Postponement period for the year-based system (College of Medicine only) starts from the 1st week until the end of the 4th week.



Withdrawal of Study (Apology)

The student doesn't complete his/her study of courses for an academic semester or academic year they are already enrolled in.

It is calculated within the study duration and the maximum period for graduation*.

The period of apology requests starts from the 3rd week until the 14th of the semester-based system.

The period of apology requests starts from the 3rd week until the end of the 26th week of the year-based system.

Requests are submitted electronically through the Student Information System and they are subject to the approval of the college.

“ Students are advised not to submit any of these requests to avoid consequences, such as the delay of graduation; except for necessity in the event of an inability to regularly attend classes. ”

- * **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.
- * **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



IAU_AR



0133332222



bserv@iau.edu.sa

Discontinuation of study

1. Discontinuation of study without enrollment of courses

When a student doesn't enroll in any courses without obtaining an approval of withdrawal or postponement of study.

What are the consequences of discontinuation without enrollment of courses?



The remuneration is suspended starting from the date of discontinuation.



It is not calculated within the study duration and the maximum limit to graduate*.



The graduation is delayed.



The student's enrollment is suspended from the University.

2. Discontinuation of study due to consecutive absence

When a student is absent in all the enrolled courses for four consecutive weeks at the beginning of the semester for the semester-based system or seven consecutive weeks at the beginning of the academic year for the year-based system without obtaining an approval of withdrawal or postponement of study.

What are the consequences of discontinuation due to consecutive absence?



The academic status in the student's academic transcript is listed as (absent of discontinuation).



The student is given a grade (DN) in all enrolled courses during the academic semester.



The semester/year is calculated within the study duration and the maximum period for graduation*.



The graduation is delayed.



The remuneration is suspended starting from the date of discontinuation.



The student's enrollment is suspended from the University.



The student does not return to study until the approval of the Standing Committee for Academic Follow-up is given based on the recommendation of the College Council.

Terms and conditions of Re-joining after discontinuation:

- 01 The student should apply for re-joining within a period of maximum of four semesters (two years) from the date of discontinuation.
- 02 The student is not allowed to re-join if they were academically dismissed.
- 03 The student may not be re-joined more than once.
- 04 The approval of the College Council and other related entities is required to re-join the student.
- 05 The student can complete graduation requirements after re-enrolling within the permitted period in the system.
- 06 For re-joining approval, the program study plan is required to remain the same for the semester the student has reached.

The request for re-joining after discontinuation should be submitted through the Student Information System in accordance with the academic calendar provided on the University's website.

- * **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.
- * **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



Steps to Re-join after Discontinuation of Study



“ The semester is automatically activated in the Students Information System after the re-joining request is approved ”



IAU_AR



0133332222



bserv@iau.edu.sa



Internal Transfer between University Colleges

The internal transfer request is submitted through Student Information System (SIS) **annually** before the start of the academic year according to the academic calendar announced on the University's website.

Terms and conditions of submitting an internal transfer request

- 01 The student must have passed the joint first-year program or a foundation year program when applying to another college with a foundation year program.
- 02 The student must have completed at least one academic year with a minimum of 24 credit hours at one of the colleges that has a joint first-year program when applying to another college with a joint first-year.
- 03 The student's cumulative GPA when the transfer request is submitted should not fall below 3.5 out of 5, except for those transferring to the Applied College, where the GPA requirement is a minimum of 2 out of 5.
- 04 The student must not have completed more than half of the program duration he/she is applying to transfer form.
- 05 The possibility of completing the graduation requirements within the allowed period of the program the student is transferred to.
- 06 Students are only allowed to transfer once between the colleges of the university throughout their study period.
- 07 The student must not have a history of discontinuation in his/her current college.
- 08 Any conditions specified by the Standing Committee of Study Plans and Systems
- 09 The program transferred to must be one that gives an equal degree level.

After the transfer

-  Both equivalent and non-equivalent courses that were completed will be added to the transcript.
-  All courses completed in the previous college will be reviewed for equivalency.
-  The student who submitted a transfer request must regularly take the final exams, as the transfer applies only for the next semester.
-  The remuneration continues to be disbursed according to the duration of the program to which the student is transferred (study duration)*, taking into account the semesters in the college from which he/ she is transferred.
-  The student should be able to complete the graduation requirements for the program to which the student is transferred before the maximum period for graduation*, taking into account the semesters in the college he/she is transferred from.
-  The request cannot be cancelled after the approval.
-  Only the grades of the equivalent courses are included in the GPA except the Applied college.

Acceptance of transfer between colleges is competitive according to:

-  Accumulative GPA
-  Available seats in each college.
-  College terms and conditions.

“Equivalency of courses requests between colleges are processed by the college to which the students are transferred”

- * **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.
- * **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



Steps to submit a request of transfer between university colleges



Steps to follow up the transfer request and the results



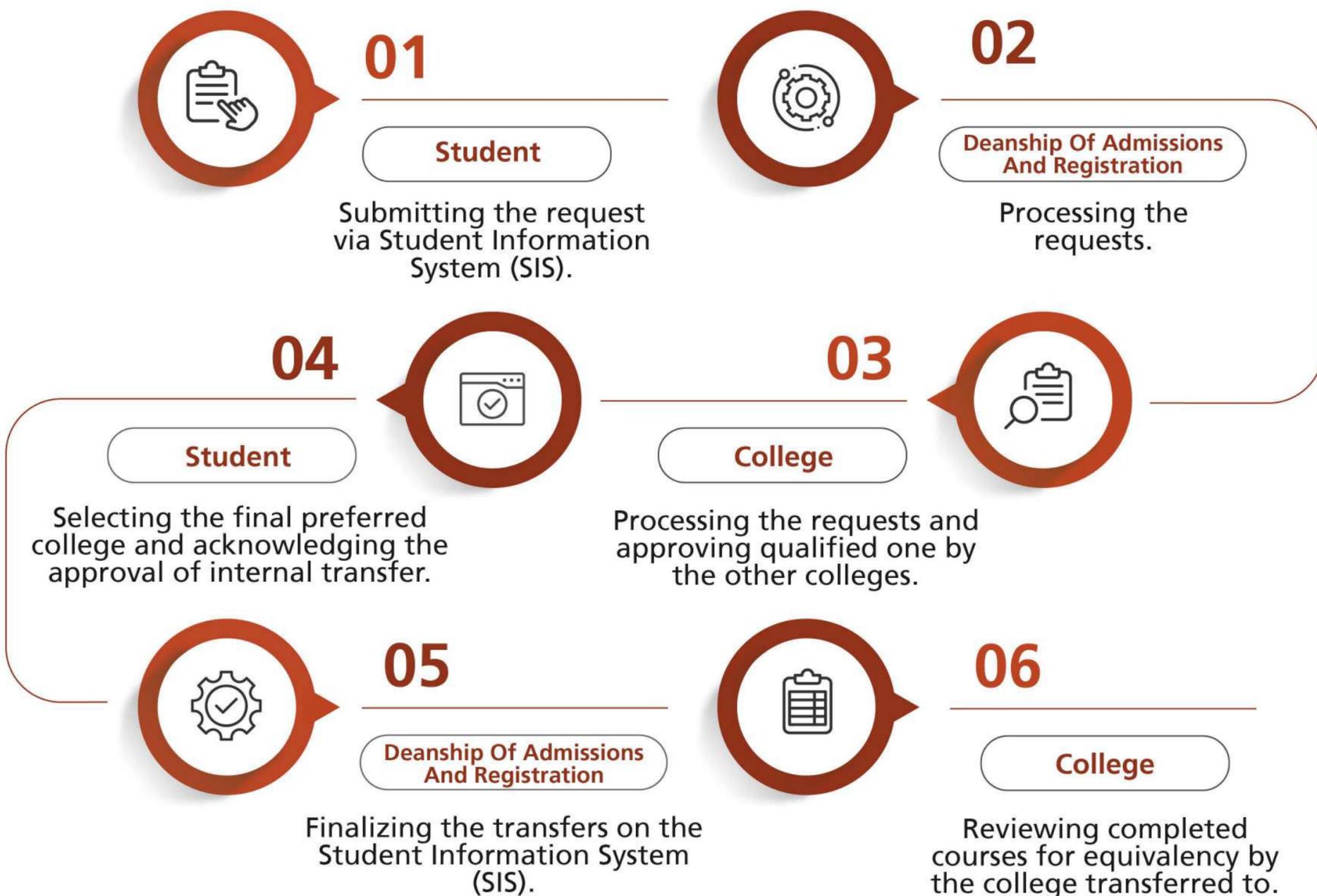
Steps to complete the transfer procedure after the approval of the transfer request

- 01 Acknowledging the approval after reading the acknowledgment and choosing (✓).
- 02 The student is given an E-Clearance from the current college after the acknowledging the approval by the student of the college he/she is transferred to. Students must make sure that there is nothing that could disqualify them and hold their clearance, by following up with the current college.





Procedures of Internal Transfer (between university colleges)



Visiting between University Colleges

A student can study some courses in another college within university without transferring.

Terms and conditions of visiting between the university colleges

- 01** A distance learning student is not accepted as a visiting student.
- 02** The visiting student must have studied at least one academic year in the college in which he/she was accepted.
- 03** A college approval of the student's visiting request must be obtained, and all the courses he/she will enroll in in the visited college must be reviewed for equivalency with the courses in his/her current study plan.
- 04** Approval of the visited college must be obtained based on available courses and vacant seats.
- 05** A university student is not allowed to study as a visiting student within the university in any of the courses of the joint first year program or the first foundation year in colleges.
- 06** The visit should be on the same academic level (e.g. between two bachelor programs).

What is the outcome of visiting between colleges?

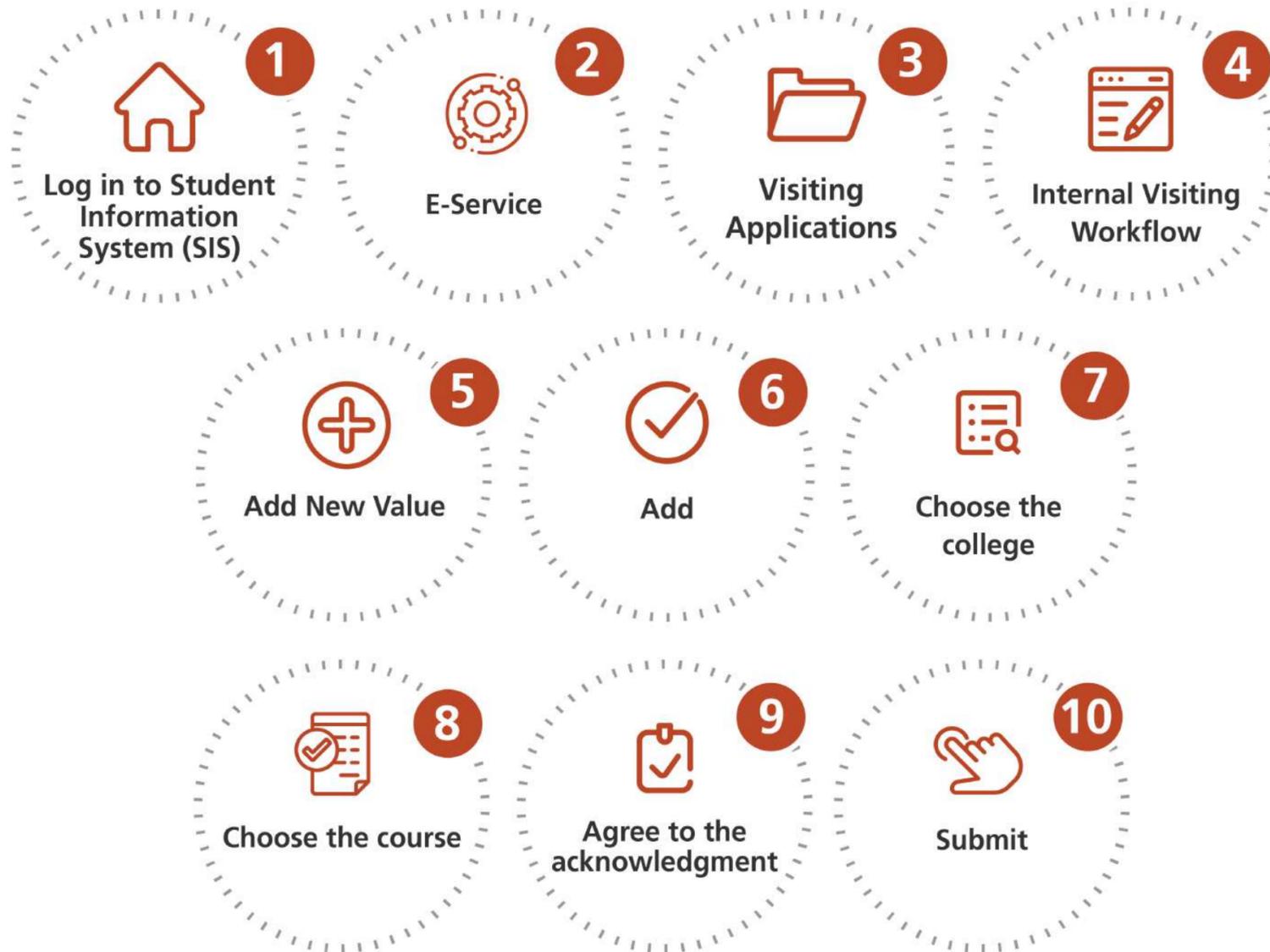


The grades of the courses studied in the visited college are calculated and added to the academic transcript of the visiting student.

The visiting request between the university colleges is submitted through Student Information System (SIS) according to the academic calendar announced on the university's website.



Steps of requesting a visit between the university colleges



The courses are enrolled electronically after the approval of the visited college, and the student must ensure that there is no enrollment for the courses in his college after the approval of the visiting request



Visiting Outside the university

| Students can study selected courses at another university without fully transferring.



Visiting to the joint first year programs or foundation year program in other universities is not allowed.

Terms and conditions of visiting outside the university

- 01** The student must obtain his/her college approval to visit another university.
- 02** The visited university must be a recognized institution.
- 03** The course enrolled in the visited university must be equivalent to a course in the graduation requirements in the student's university.
- 04** The maximum credit hours in the visited university must not exceed 20% of the total graduation credit hours in the student's university.
- 05** Visiting must be to a governmental university, but applying to a private university is possible provided that it has a full institutional accreditation from Education and Training Evaluation Commission.
- 06** Visiting governmental and private universities outside Saudi Arabia requires that the institution must be recommended by the Ministry of Education.
- 07** The course load in the semester should be taken into consideration.

What happens when you visit outside the university?



Monthly remunerations are suspended during the visiting semester.



The visiting student won't receive honors rank once failing any visiting course, and this course is going to be graded with (NF).



Equivalence of the courses taken by the student are graded as (TR) , the grades are not calculated in the cumulative GPA, but they are added to the academic transcript of the student.



The student must provide his college academic affairs office with his results within the first two weeks of the following semester after his visiting period, and if he does not submit his results, he will be considered discontinued.



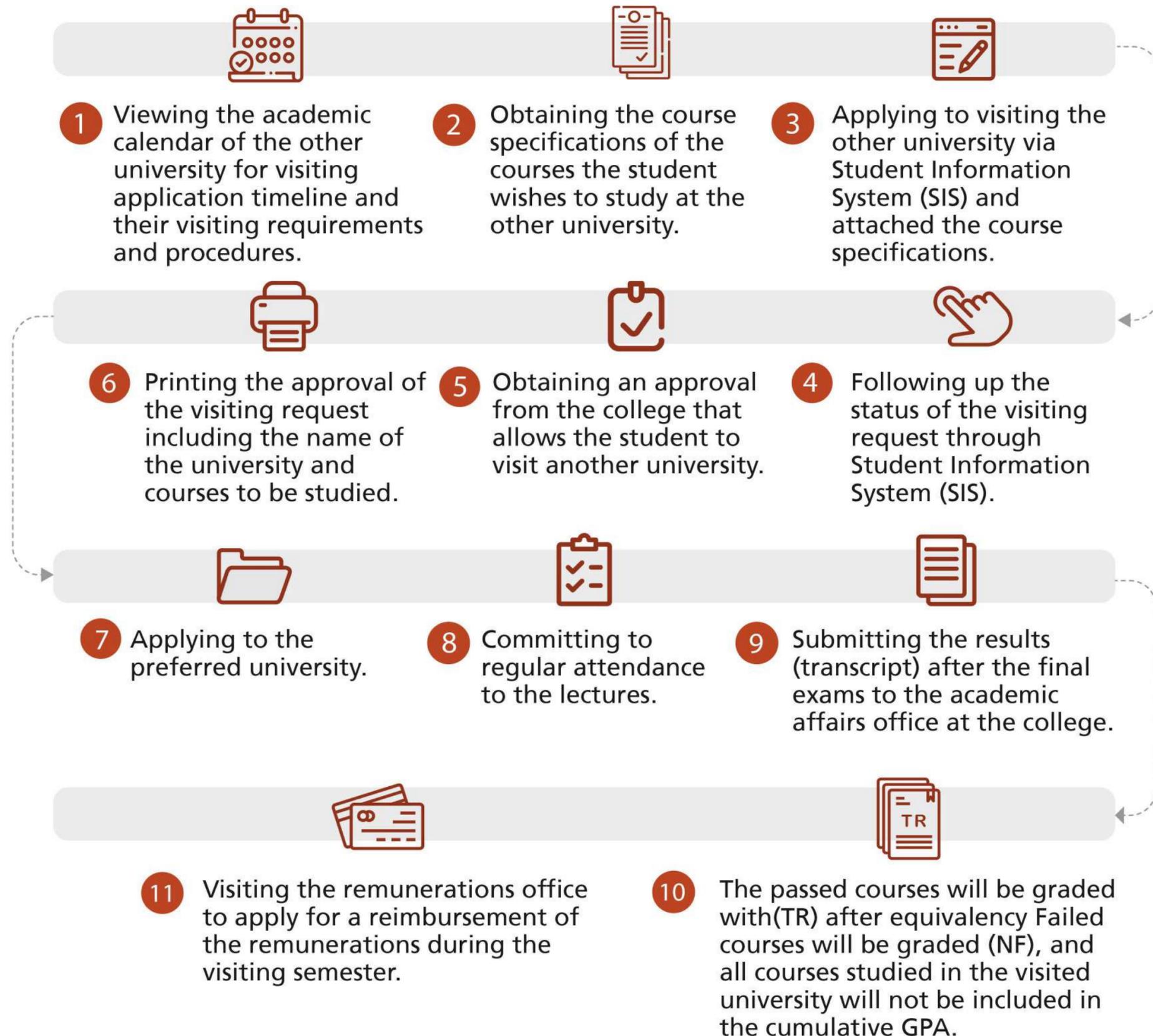
The monthly remuneration for the visiting student will not be imbursement until he/she submit his results for the visited semester to the college academic affairs office.

Steps of visiting outside the university





Procedures of Visiting Outside the University



Course Equivalency for Transferred Students from Another University

A transferred student from another university can submit a request of course equivalency of all the courses he/she completed at his/her previous university.

Terms and conditions of course equivalency

- 01 The student has the right to equalize a maximum of 40% of the study plan credit hours.
- 02 Equivalent courses will be added to the student's academic transcript with the grade (TR) as long as the obtained grade is no less than (C).
- 03 Only courses passed by the student at the university from which he/she was transferred are equalized without considering any courses he/she studied at another university.
- 04 Every 15 credit hours equalized for a student are equivalent to one semester, and it is counted within the study period.
- 05 Any other terms and conditions specified by the college.
- 06 The course must be equivalent in content to the course taught at the university with no less than 75%.

What does the course equivalency entail?



Equivalent semesters are counted within the study duration, which includes the student's entitlement to remunerations, opportunities after academic probation, and honors rank.



The grades of the courses that have been equalized for the student are not counted in the cumulative GPA.



If the student failed courses at his/her previous university, he/she will not obtain an honors rank.

Steps of course equivalency



Course equivalency requests are processed and approved by a college register, and then the college dean/vice dean, and finalized by the deanship of admissions and registration. A student is not entitled to apply for any course equivalency request after one full semester of Transferring and submitting course equivalency request.



College placement

It is the electronic screening process for students to place them in one of the colleges affiliated with the joint first year track of colleges (Medicine, Dentistry, Pharmacy, Applied Medical Sciences) after passing it according to the specified terms and conditions.

The placement process is based on



Cumulative GPA.



Preferences selection.



Available seats in colleges.



Any other terms and conditions set by the college.

College preferences requests are submitted via the Students Information System (SIS) in accordance with the announced dates on social media platforms by the Deanship of Admissions and Registration



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii





Steps of selecting college preferences



Steps to follow up the College Preference Request





Individual College Placement

The process of selecting a college preferences after completing the joint first year of colleges (Medicine, Dentistry, Pharmacy, Applied Medical Sciences) for students who were unable to apply or meet the terms and conditions for college placement during the allocated placement period according to the announced time.

The individual placement process is based on



Cumulative GPA which the collective college placement stopped at.



Available seats in colleges after the collective college placement.



Preferences selection.



Any other terms and conditions set by the college.

Consequences of individual college placement?



The student cannot rearrange preferences after saving them

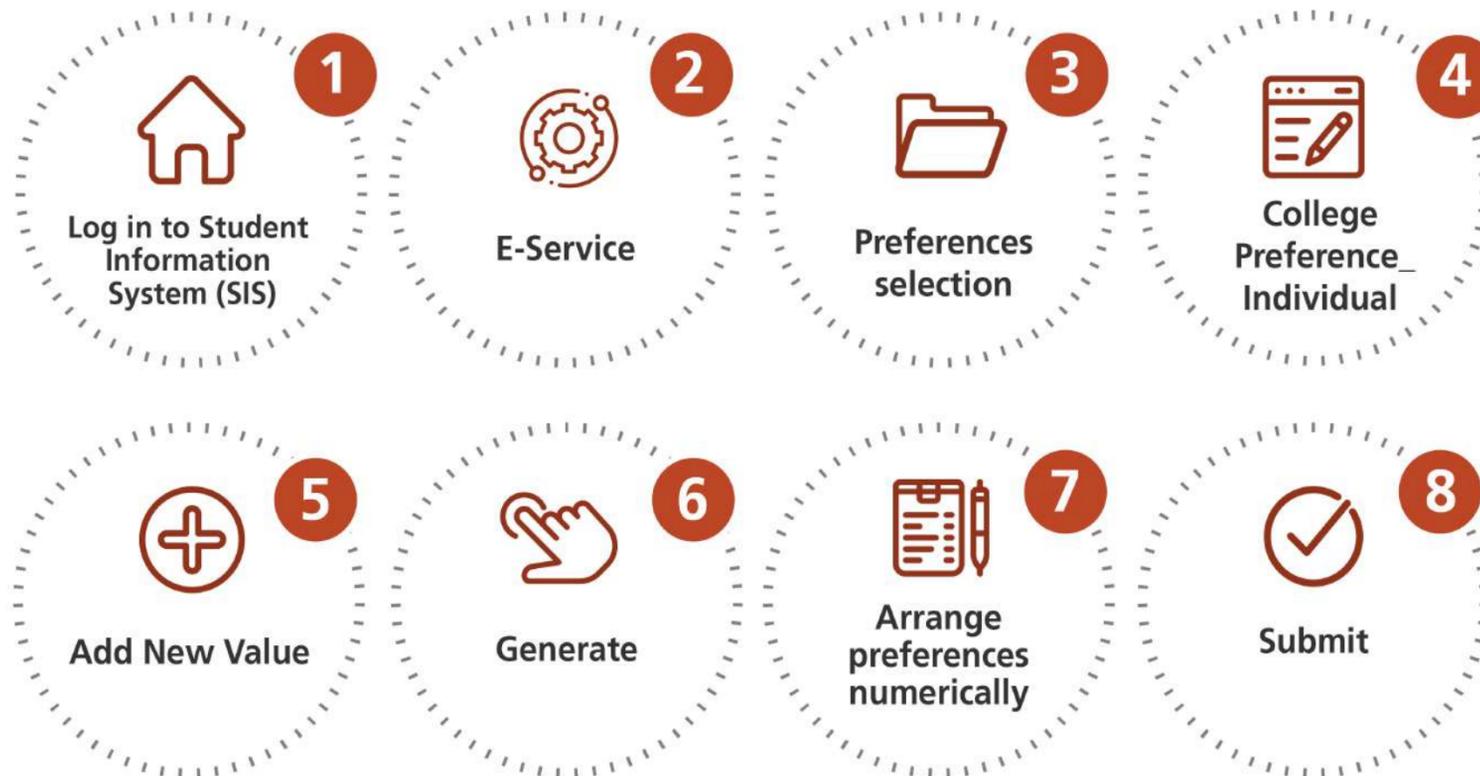


The individual placement depends on available seats even if the cumulative GPA condition is met.





Steps of Selecting College Preferences for Individual College Placement



Steps to follow up the College Preference Request for individual College Placement





Specialization

It is the electronic screening process for the students to be placed in one of the majors at the college after passing the general stage according to the terms and conditions specified by the college for the programs that include more than one stage.

Criteria for moving from the general stage to specialized majors:



Cumulative GPA.



Preferences selection.



Available seats in each major.



Any other terms and conditions set by the college such setting a minimum grade value for certain courses relevant to the specialization.

Major preference requests are submitted via the Students Information System (SIS) according to the announced dates on social media platforms by the Deanship of Admissions and Registration.



IAU_AR



0133332222



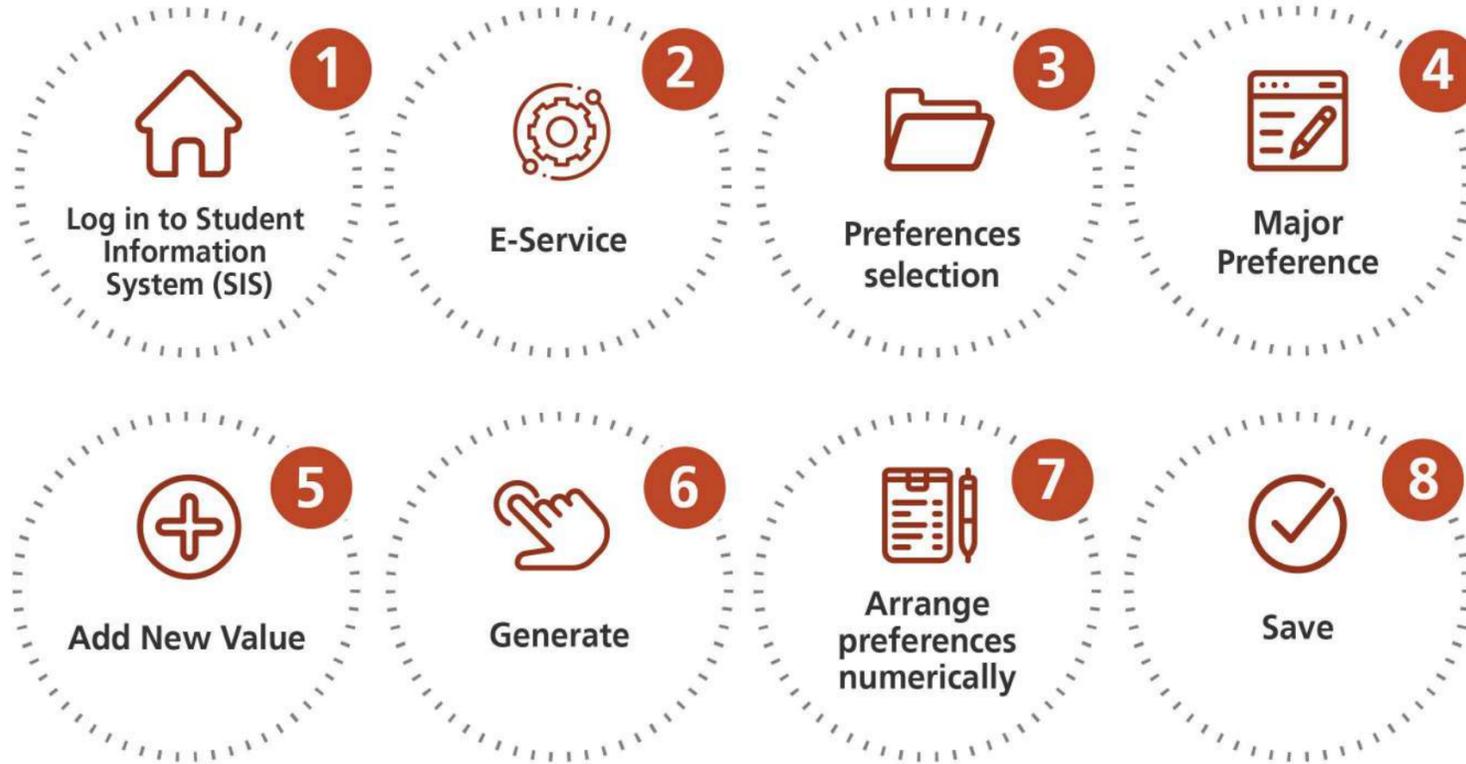
bserv@iau.edu.sa

وعي
Waa





Steps of Major preference request



To review the request, you can access the request again following the same steps above and check your request by searching.

Steps to follow up the Major preference request



Individual specialization

It is the process of selecting one of the majors in the college after passing the general stage for those who were unable to apply during the college specialization allocated period, or couldn't meet the terms and conditions during the college allocated specialization period according to the announced time.

Criteria for moving from the general stage to individual specialized majors:



Cumulative GPA which the college specialization stopped at.



Preferences selection.



Available seats after collective college specialization.



Any other terms and conditions set by the college such setting a minimum grade value for certain courses relevant to the specialization.

Outcomes of individual specialization



The student can't rearrange preferences after saving them.

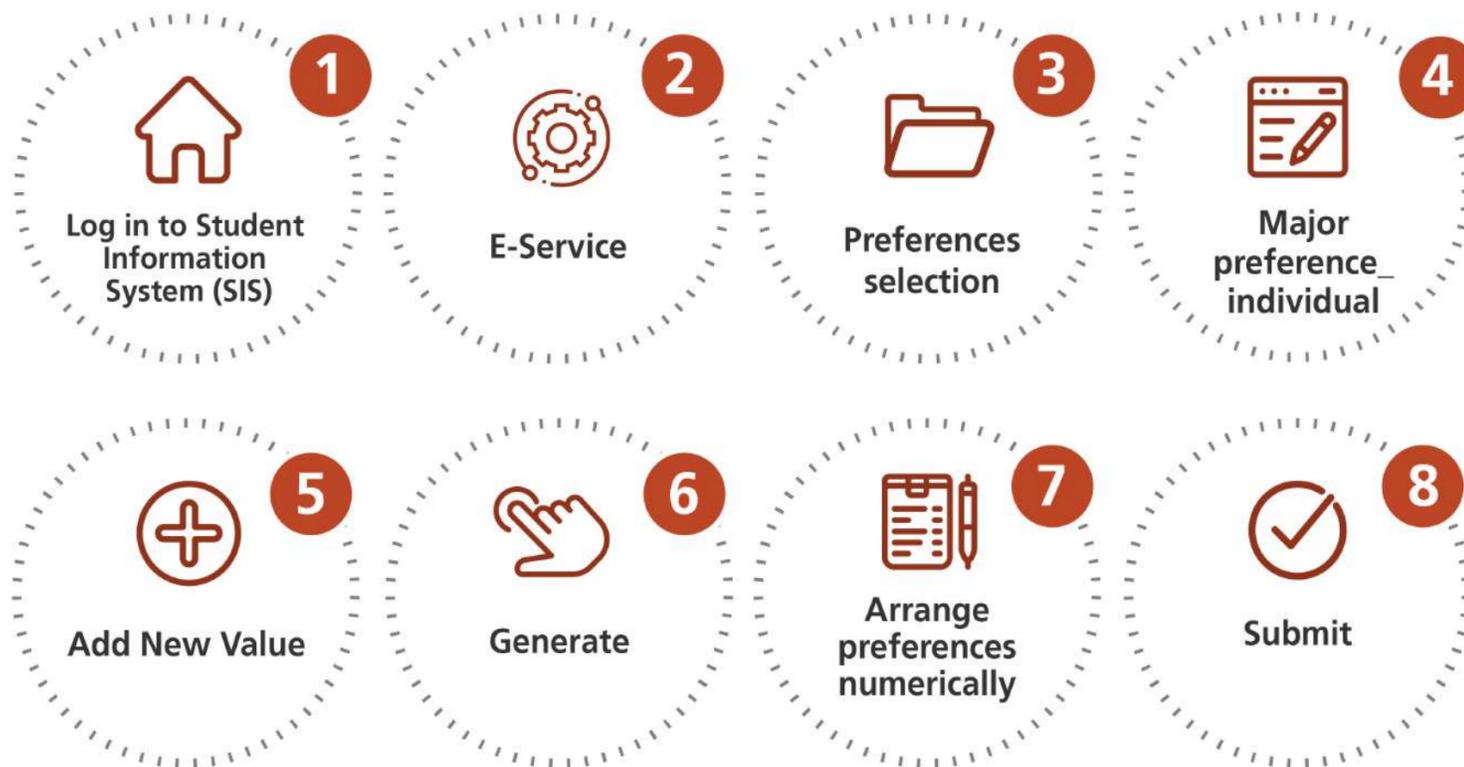


The individual specialization depends on available seats even if the GPA condition is met so some preferences may not appear.





Steps of Major preference request for individual specialization



To review the request, you can access the request again following the same steps above and check your request.

Steps to follow up the Major preference request for individual specialization





Changing Specialization within the College

Students can apply to transfer from one major to another within the college through the Student Information System (SIS).

Terms and Conditions for transferring between specializations (Majors)

- 01** Fulfilling the terms and conditions for admission to the major to which the student wishes to transfer, as specified by the College Council.
- 02** The major can be changed only once during the entire study duration in that college.
- 03** Completion of at least one academic semester of specialization-specific courses in the study plan of the program from which a student wishes to transfer (no less than 12 credit hours).
- 04** The student must not have passed more than half of the duration of his/her specific specialization from which he/she wishes to transfer.
- 05** Any other terms and conditions set by the college.

What does transfer between specializations entail?



All previously studied courses will be added to the student's academic transcript, including the grades and semester and cumulative GPAs.



The remuneration is disbursed according to the duration of the program to which the student is transferred, taking into account the previous semesters.



The request cannot be cancelled after the student acknowledges his approval.

Acceptance of transfer between specializations is competitive according to:



Cumulative GPA.



Available seats in each specialization.



College terms and conditions.

A request to change specialization is submitted via the Student Information System after every semester according to the academic calendar announced on the university website.



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii





Steps to change specializations within the college



To review your request status, follow the same steps above and click search

“ If the college approves the request to change the specialization, the student must agree to acknowledgement the change of specialization via his\her account in the Student Information System ”



IAU_AR



0133332222



bserv@iau.edu.sa

Remunerations

Amount of the remuneration



- 1000 SR for scientific departments
- 850 SR for humanities departments

10 SR are deducted from the remuneration each month for the student fund.

Excellence Reward



A regular student will receive an excellence reward of 1000 SR if he/she earns a cumulative GPA of no less than 4.50 after completing two successive semesters in the same year. The reward will be deposited in the student's account.

Monthly remuneration terms and conditions:

01

Remunerations are paid to Saudi students, non-Saudi students of a Saudi mother, or international scholarship students.

02

The student must be a regular student who has not exceeded the regular duration of the academic program.

- The duration of study is calculated with the first joint year or the foundation year of the colleges.
- Postponed and discontinued semesters are not counted within the maximum period for graduation and study duration*.
- Regular semesters, apology semesters, and transfer from another university semesters (every 15 credit hours are equivalent to one semester) are counted as part of the study duration.

03

The cumulative GPA must be 2.0 or above for the university's other colleges (2.75 or above for Engineering, Architecture, Design, Dentistry Colleges).

Remunerations disbursement policy

01

New students and those transferring to the university have to create an account with one of the Saudi banks and enter the bank account number in the Student Information System (SIS) in order for the monthly remuneration to be disbursed.

02

If the student is eligible for the monthly remuneration and it is not deposited to his/her account, he/she must contact the Department of Remuneration via e-mail (rem@iau.edu.sa) or call (0133332222).

03

The student's right to the monthly remuneration is waived if he/she does not collect the remuneration for more than three months.

04

The student can review his/her monthly remuneration on his/her account via the Student Information System (SIS).

Reasons for suspension of remuneration

The remuneration is not paid in the following cases:

- The student is inactive during semester (postponement, discontinuation due to lack of enrollment, discontinuation due to continuous absence, apology withdrawal, or dismissal for disciplinary reasons).
- The student has exceeded the standard duration of the study program.
- The student has received academic probation for obtaining a cumulative GPA of less than (2.0) or (2.75) for Engineering, Architecture, Dentistry Colleges.
- Visiting student to another university is not paid the remuneration until the accredited results are received from the visited university and the equivalency of credits and courses is completed on the Student Information System (SIS).
- Student has received a Denial (DN) grade in all of his/her enrolled courses.

* **Study duration** | The number of academic years or semesters that are counted within the period spent as a student according to the program's study plan.

* **Maximum period for graduation** | Students must complete the graduation requirements within a maximum period of half of the period stipulated for their graduation in addition to the standard duration of the program.



IAU_AR

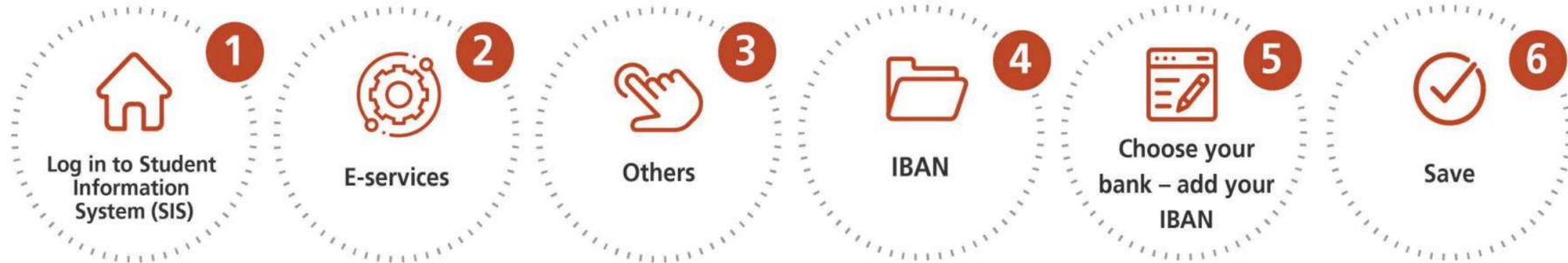


0133332222



bserv@iau.edu.sa

Steps to add your bank account



! Important notes about IBAN:

- The IBAN consists of 24 digits that start with SA.
- It can only be added once.
- New students and those transferring to the university have to create an account with one of the Saudi banks and enter their IBAN in the Student Information System (SIS) in order for the monthly remuneration to be disbursed.
- The student will bear any consequences of delay or error in entering the IBAN.
- The account must be under the student's name so that the student's national ID number matches the bank account's national ID number.

To request an IBAN modification:



To review remuneration history: log in to SIS > Manage Classes > Student Center > Finances > Account Inquiry > Activity



IAU_AR



0133332222



bserv@iau.edu.sa

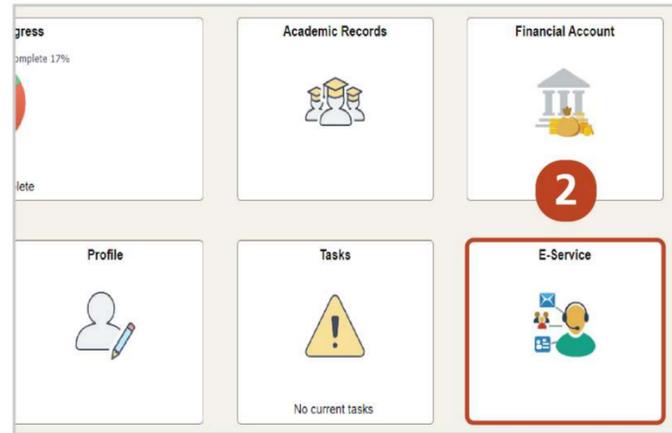
وعي
Waa



Certificate of Excellence printing steps

- ▶ Log in to the Student Information System (SIS)

- ▶ Student homepage > E-services



- ▶ Academic Identification > Print Excellent Certificate > Print

Academic Year	College	Program	Cumulative GPA	Print
1 2019	عمادة السنة التحضيرية	التحضيرية مسار هندسي الدمام	4.639	Print

- ▶ It can be both printed and saved as a PDF file

شهادة تفوق
EXCELLENCE CERTIFICATE

يطيب لعمادة القبول والتسجيل بجامعة الإمام عبد الرحمن بن فيصل
أن تتقدم لك بخالص التهئة على تفوقك الدراسي و حصولك على معدل تراكمي (4.898 من 5) بتقدير (ممتاز) خلال العام الجامعي 1440/1439 هجرية، وبهذا الإنجاز المبارك تمنى لك الجامعة دوام التميز على الصعيدين العلمي و العملي لخدمة الدين و الوطن. والجامعة إذ تهنتك على هذا الإنجاز تمنى لك مزيدا من التميز الدراسي.

الاسم:
الرقم الأكاديمي:
كلية: الدراسات التطبيقية وخدمة المجتمع
سائلين الله العلي القدير لك دوام النجاح والتوفيق.

عميد القبول والتسجيل
د. عبد الله بن سعيد آل مريح

043 132 103
3



Frequently Asked Questions

When can I confirm my course enrollment?

Course enrollment confirmation is based on the academic level as shown in the registration time plan.

I have a closed section request that is still pending.

The response to enrollment requests is the responsibility of the college. Please contact the academic affairs office at your college.

When I enroll for courses, I get an error message "Invalid enrollment time".

You must adhere to the registration time plan by academic level which is announced before the course enrollment period.

I am unable to enroll when I confirm my course enrollment.

If you are unable to confirm your enrollment for a particular course, you must submit a an enrollment request through the Enrollment Requests in the e-services of the Student Information System (SIS).

Can I change my schedule after confirming my course enrollment?

You can do this before the end of the specified period for course enrollment, which is announced in the academic calendar.

How is my academic level calculated?

It is calculated based on the number of credit hours that have been passed according to the study plan, not the number of semesters that the student has studied.

Can I enroll in courses after the announced enrollment period?

You must adhere to the timeline for course enrollment to avoid the discontinuation status indicator.

My academic level is incorrect in the Student Information System.

Please visit the academic affairs office at your college.





Frequently Asked Questions

Where can I find the course registration time plan?

The course registration time plan is announced before the start of the course enrollment period on the page of the Admissions and Registration Deanship on the University's website and through the official accounts of the Deanship on social media channels.

What are the steps to know my academic level?

Via Student Information System (SIS): E-Services >> Others >> Academic Level.

How can I recover my Student Information System (SIS) password?

Through the e-services on the university's website, then select the password recovery icon.

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

Dropping a course is done during the course enrollment period, while withdrawing from a course is done after the course enrollment period during the period specified for withdrawal in the academic calendar. A grade of (W) is recorded in the academic transcript.

How can I submit a withdrawal request (apology) for the semester/year system?

Via Student Information System (SIS): E-Services >> Status Change Applications >> Apology Application.

How do I activate the semester after postponement or withdrawal of study (apology)?

If you postpone or withdraw from the current semester, you will be re-enrolled automatically for the next semester without the need to submit a request.



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii





Make sure to use your university email in your electronic interaction within the university.



IAU_AR



0133332222



bserv@iau.edu.sa

وعي
Waii





Please make sure to enter your
24-digit IBAN bank account number in
the Student Information System (SIS).



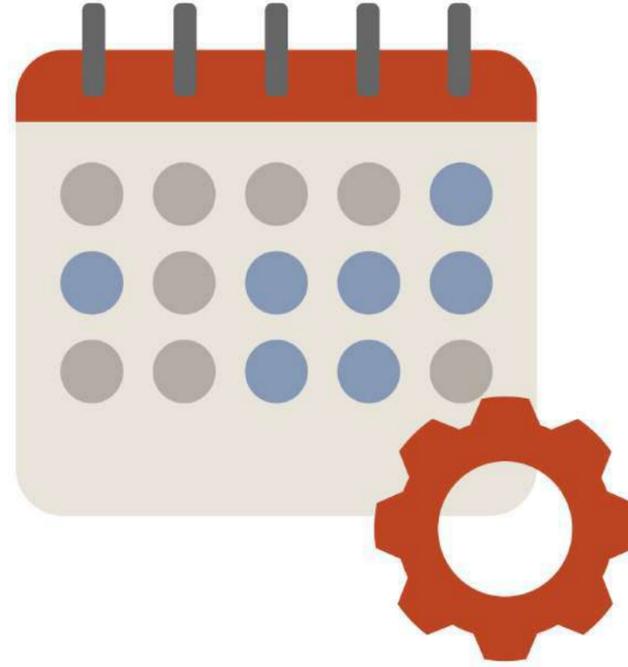
IAU_AR



0133332222



bserv@iau.edu.sa



Make sure not to exceed **15%** of absences in lectures and practical classes during the semester or academic year (for annual courses), as it will result in denying entry to the final exams.



IAU_AR



0133332222



bserv@iau.edu.sa



Make sure to issue your university ID card at the beginning of the semester to avoid being denied entry to lectures and exams.



IAU_AR



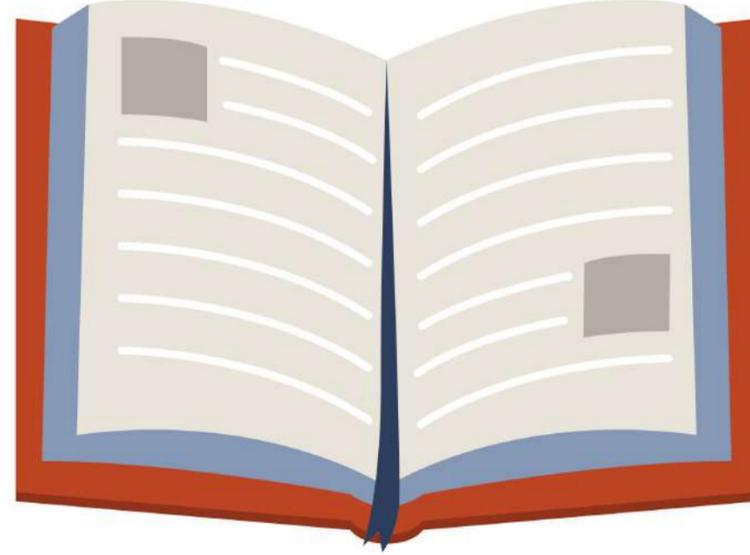
0133332222



bserv@iau.edu.sa

وعي
Waii





Make sure to read the University Study Rules and Regulations through the page of the Deanship of Admissions and Registration on the University's website.



IAU_AR



0133332222



bserv@iau.edu.sa



The best way to choose your schedule

Follow the approved study plan of your program.

Attend all lectures.

Inquire through official channels and entities.

Consult with your academic supervisor early about the selection of the appropriate courses to enroll.

Make sure to enroll the appropriate number of credit hours for the course load as much as possible.





عمادة القبول والتسجيل
Deanship of Admission and Registration



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY



Best wishes for a successful academic journey!



IAU_AR



0133332222



bserv@iau.edu.sa

