

Kingdom of Saudi Arabia
Ministry of Higher Education
King Khalid University

Post Admission Guidebook
(Academic male/female student rights and duties)

Prepared by
Admissions and Registration Deanship
1432/1433H
(First Edition)

In the Name of Allah, the Most Gracious, the Most Merciful

Welcome speech:

Dear male/female students of King Khalid University. The Admission and Registration Deanship wishes you a thriving university life full of diligence, hard work, and perseverance to accomplish your goals of joining King Khalid University. The deanship is pleased to present to you a road map named "After Admission Guidebook" and including the male/female student academic rights and duties. Such map is presented in an electronic form via the electronic gate of the deanship(www.kku.edu.sa) and a printed form presented to the male /female student upon admission in the University.

Common University Terms

Academic Year: Two main semesters and, if any, a summer semester.

Semester: A period not less than fifteen weeks of studying the courses, excluding registration and exam periods.

Educational Level: The level indicating the student's study phase, and stating the levels necessary for graduation in accordance with the study plan at each college.

Course: A course following an approved study plan in each major. Each course has a number, code, name, and detailed description of its part distinguishing it in terms of content. Certain courses may have a requirement, prior requirements, or synchronous requirements.

Study Unit: The weekly theoretical lecture of at least fifty minutes, or the practical or field lesson of at least one hundred minutes.

Academic Warning: A student receives an academic warning, if his/her GPA decreases below (2 out of 5), or the limit determined by the University Council.

Grade: The percentage, or alphabetical code indicating the final degree obtained by a student in any course.

GPA: The quotient of dividing the total points obtained by the student by the units of all courses studied in a certain semester. Grades obtained by the student in each course as follows:

Percentage	Grade	Grade Code	Grade weight from 1 to 5
95-100	Exceptional	A+	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 90	Superior	B+	4.50
80 to less than 85	Very good	B	4.00
75 to less than 80	Above average	C+	3.50
70 to less than 75	Good	C	3.00
65 to less than 70	High-pass	D+	2.50
60 to less than 65	Pass	D	2.00
Less than 60	Fail	F	1.00

❖ Diploma and Bachelor Stages

Course registration:

Courses are registered as follows:

- 1) Male/female students' courses are automatically registered without a prior request; and male/female students may delete, add, or modify in accordance with registration dates and controls.
- 2) The male/female student moves to the next level if he/she successfully passes all courses of such level, and shall be deemed compliant to the plan.
- 3) A student is deemed to have failed, if he/she doesn't pass any of the courses of the level in which he/she is registered, and remains in the same level until he/she completes all his courses.
- 4) The Minimum study burden in respect of registering courses is 12 units for each semester; unless there is a reason necessitating that he/she remain below such limit.
- 5) The maximum number of study units according to the study plan for each section is (twenty hours in regular semesters, and ten hours and the summer semester).
- 6) Each male/female student is given a period of time to delete and add depending on the academic time via the University's website, and may refer to the male/female registrar, when absolutely necessary, to solve any problems relating to those graduates and students registered below the minimum and in accordance with registration controls.

Calculating points:

Points are calculated through the multiplication of units with the grade weight obtained in each course studies by the student, see the table below:

(First Semester)

Course	Number of Units	Percentage	Grade Code	Grade Weight	Pips
103	2	96	A+	0.5	10
317	3	83	B	0.4	12
314	4	71	C	0.3	12
316	3	81	B	0.4	12
Total	12				46

Second semester rate = total points (46) ÷ total units (12) = 3.83

GPA = total points of the two semesters (+46 48.25) ÷ total units of the two semesters (12+17)= 3.93

The general grade of the university degree is based on the CGPA

Attendance:

Article nine of the University regulations for study and exams provides that the regular male/female student must attend the lectures and scientific and practical lessons, and shall be deprived from continuing the course, and entering the final exam of such course, if his/her attendance is below the average determined by the University Council, not less than 75% ((absence of more than 25%)) of the lectures and scientific lessons. Whoever is deprived from entering the exam is deemed fail in the course and will be assigned the denial grade (DN) in the grade margin in the grade statement.

Article ten provides that: (The University Council or its delegate may lift the denial, provided that the student presents an acceptable justification to the council, and that he attends no less than (50%) for the lectures and scientific lessons assigned for the course. Denial lifting after automatic enforcement shall not be accepted without a decision issued by the Standing Committee of Student affairs.

Certain violations requiring discipline by specialized committees at the University

Non-compliance to Islamic ethics, and University laws, regulations, and instructions is a violation requiring discipline by the competent committees in the university, including:

- Every appearance and clothes violating Islamic ethics and common sense, for example: Growing hair out, wearing necklaces and gold, and non-conformity with socially acceptable clothes (male students), and tomboyism, improper display of charm, unveiling, and negative behavioral practices (female students).
- Smoking in any of the University's facilities.
- Non-compliance to traffic laws inside the University's facilities (male students).
- Entering any of the University's facilities with camera cell phones or Cell phones with bluetooth (Female students).
- Inviting, bringing, or accompanying female visitors from outside the University for any reason whatsoever (female students).
- Causing, inciting, or helping with disturbance near classrooms or any of the University's facilities (male/female students).
- Impersonating another student whether in lectures, or semester or final exams (male/female students)
- Misusing the University's facilities and outbuildings in any way whatsoever (male/female students).
- Cheating, attempting to cheat in the exam or bringing any material related to the course, even if not used (male/female).

Penalties:

All the above-mentioned violations contained in the University's regulations and laws in this respect require disciplinary penalties through the Competent Committees in the University. Such penalties could be a written warning, failing one or more courses, terminating from college for one or more semesters, final dismissal from the University according to the violation, in addition to referral to security bodies in certain cases.

Postponing Studies:

Article fourteen of the study and exam regulations for university students provides that (a student has the right to postpone studies before the semester due to an excuse acceptable to the college council. Such postponement shall not exceed two consecutive semesters or a maximum

of three non-contiguous semesters throughout his college years, then his registration will be suspended). It should be noted that postponed semesters are deducted from the student's regular study period.

Accordingly, a student is entitled to present an application for study postponement to the dean of the college two weeks before the beginning of the semester. Such application must contain all the papers supporting the excuse to submit it to the college council.

Drop (deleting the semester):

Article thirteen provides that (a student may submit an excuse for not continuing a semester without being deemed fail; provided that he/she presents, five weeks before starting the final exams, an excuse acceptable to the body determined by the University Council). The excused student shall obtain a Withdrawn grade (W) in all courses of such semester. It should be noted that non attended semesters are deducted from the student's regular study period.

Important Note

A male/female student has the right to postpone and not attend three non-contiguous semesters.

Drop-out:

If a regular student drops out for a semester without an application for postponement, his registration will be suspended. The University council may suspend his/her registration, if he/she drops out for a lesser period. Affiliate male/female student registration shall be suspended, if he/she doesn't attend all final exams of such semester without an acceptable excuse. Non-attended semesters are deducted from the student's regular study period.

Below are the consequences of student drop-out for one semester without a postponement applications:

- Student registration shall be suspended.
- The student shall receive fail grade in all courses of such semester.

Withdrawal from the University and consequences thereof

- Withdrawal from the faculty during the excuse period turns all courses of such semester to Withdrawal.
- Withdrawal from the University after the drop period leads to failure by the student in all courses registered for him/her during such semester.

Re-admission:

Suspended male/female student may, pursuant to applicable regulations inside the University, apply for re-entry under his/her previous university number and registration before drop-out. In accordance with the following controls:

- 1) A student must apply for re-entry to his/her college within a period not exceeding four semesters from the date of withdrawal or registration suspension;
- 2) The University Council must approve the student's re-entry;
- 3) The student must have not re-entered the college, for it is not allowed that a student re-enters more than once.
- 4) He must have not received more than one warning.
- 5) It is neither acceptable to re-enter a student who was dismissed for pedagogical or disciplinary reasons nor to admit a male/female student who was dismissed from a university for the same reasons. If otherwise is evident, his/her registration shall be deemed canceled as of the date of admittance or re-entry.

Dismissal:

A student shall be dismissed from the University in the following cases:

- If he/she receives three consecutive academic warnings due to a decrease in his/her GPA below minimum (2 from 5). whoever increases his/her GPA by presumably obtaining (45 points) at (15 study units).
- As for a society college, if a student shall be dismissed, if he/she receives two consecutive academic warnings, and shall be given a third chance, if he/she could increase the GPA by presumably obtaining (45 points) at (15 study units).
- If a student doesn't complete the graduation requirements within a maximum period of the regular graduation period + half thereof.

System of final exams:

- 1) A student is not allowed to enter the final exam without the University ID or, when absolutely necessary, the national ID card.
- 2) A student is neither allowed to enter the final exam after half an hour from the start time, nor exit the exam before half an hour from its start time.
- 3) A regular student whose absence in any course exceeds 25% shall be deprived from entering the final exam in such course.

Make-up Exam:

If a student couldn't attend the final exam in any course of the semester due to a compelling excuse, the University Council may accept his/her excuse and allow him/her an alternative exam. The result of such exam must reach the deanship of admission and registration within a period not exceeding the end of the second week of the following semester.

Graduation:

A student obtains graduation after completing graduation requirements, provided that his/her GPA is not less than the rate determined by the University Council, that it is not below (2 from 5). Graduation process consists of the following procedures:

- Accessing the electronic gate to verify that the name of the graduate student matches the Arabic name contained in status ID card, or the English name contained in the passport.
- Completing a release form to receive the document.

Upon graduation, a male/female student must present a release form along with the university ID to the deanship of registration and admission.

Honor Degrees:

First Class Honors degree is granted to any male/female student who obtains a GPA of (4.75-5) upon graduation. Second Class Honors Degree is granted to any male/female student who obtains a GPA of (4.25-4.74) upon graduation, in accordance with the following conditions:

- The male/female student hasn't failed in any course studied in the University or any other university.
- The male/female student has completed graduation requirements within a maximum period, which is the average period between the minimum and maximum of staying in his/her college.
- The male/female student has studied in the University at least (60%) of graduation requirements.

University IDs:

- A digital photo is taken of the freshmen students during admission.
- The places and dates for delivering university IDs to male/female students shall be announced via ID department at the deanship of admission and registration, colleges, and the University website www.kku.edu.sa .

- In case of loss of the admission statement (admission notice) or university ID, a male/female student has the right to make an announcement in any local news paper and bring the announcement receipt, to obtain a replacement.

Appeal and procedures thereof:

A male/female student having ample proof and documents may appeal to lift injustice.

Common examples include:

- 1) If a male/female student is not satisfied with his/her obtained grade, he/she may present a justification for the appeal to the head of the department. If it is evident that the student is entitled to an increase, his/her results will be modified; otherwise he/she will be informed thereof. It should be noted that the college may, in case of exaggeration, refer the male/female student to the Standing Committee of student affairs.
- 2) In case of appeal against rewards, he/she must present an application to the dean of admission and registration, who will refer the appeal to the rewards department. Such department must inform the male/female student of the developments with the regards thereto.
- 3) In case of appeal against course registration, a student must present his/her appeal to the department, which will refer the student to the college registrar to express his opinion.

It should be noted that the male/female student will be referred to the Standing Committee of student affairs in case of recurring an appeal, to which he/she is not entitled.

Visitor student:

A student may, via the electronic gate at the University website, study certain courses in another accredited university. Such courses shall be equated in accordance with the following controls:

- Before applying to study as a visitor student, a student must, for at least two actual semesters, have an academic record (GPA) in the college in which he/she is enrolled.
- A student must, along with determining the courses to be studied, obtain a prior approval from his/her college so he/she can study as a visitor student. The college may require a specific rate to equate the courses and, accordingly, directs the student to study with an official letter sent to the dean of admission and registration.

- The breakdown of the course to be studied outside the University must be equivalent by no less than 80%. The course hours must equal or exceed those of the course studied at King Khalid University.
- The maximum total study units to be calculated from outside the University is (20%) of the graduation units at King Khalid University.
- Course results to be equated for a visitor student shall not be calculated within his/her GPA.
- A student must, within two weeks from the date of study commencement in the following semester, provide the deanship of admission and registration with the results obtained; otherwise, he/she shall be deemed to have dropped out.

Internal Transfer: Conditions and Controls:

A male/female student must submit transfer application via (the electronic gate) at the University website, and follow the application up on the website at the place and date determined for transfer.

➤ **General Conditions of Internal Transfer:**

- 1) Transfer must be one time between the University's colleges and no more than twice inside the same college.
- 2) All transfer applications must be contingent to the actual capacity of the department or major; and differentiation shall be based on their GPA.
- 3) A male/female student must have obtained GPA for no less than two semesters and no more than three semesters.
- 4) Passing any tests, if any, required by the department or college to which the student is transferred.

➤ **Internal Transfer controls:**

In addition to what is contained in the conditions above, the minimum GPA determined by the University Council must be fulfilled.

External Transfer: Conditions and Controls:

A male/female student may transfer to other government universities in accordance with the following:

- A student applies for an external transfer form at the deanship of admission and registration.

- After admittance at the other university, the male/female student refer to the deanship of admission and registration to discharge him/herself and receive his/her file.

Rewards:

Major-based amounts paid to students; SAR (1000) for scientific major students and SAR (850) for theoretical major students.

FAQs about rewards:

Q1: Which male/female student category in undergraduate and graduate studies is paid such reward?

A1: The reward is paid to Saudi, full-time, unemployed male/female students or non-Saudi students on foreign scholarships.

Q2: How much is the reward to be paid to eligible male/female students in both undergraduate and graduate studies?

A2: Undergraduate studies:

- 1) A monthly award of SAR (1000) for scientific majors and SAR (850) for theoretical majors, less SAR 10 monthly for Student Fund (pursuant to Law).
- 2) Students with special needs (with severe disability) receive a monthly subsidy equals to the salary of first grade of the fifth rank, while those with moderate disability receive a lump sum of SAR (1500).
- 3) Students with a GPA of (4.5) or more for two regular, successive semesters receive an excellence award of SAR (1000), provided that they are eligible to receive the reward.

Q3: This semester, we were admitted to KKU as fresh male/female students and are eligible to rewards. When would we receive it?

A3: Rewards, as well as all other benefits due from study commencement date to payment date, are paid to fresh male/female students no later than a month and half after study commencement date. Such delay is because cards are issued by the Bank.

Q4: I'm student. My ATM card and PIN have been stolen, and I want to immediately stop it. What action should I take?

A4: The fastest way to stop the card and report that it has been stolen is by calling Al Rajhi's toll-free number of ATM cards, 8001240075.

Q5: In case of applying for replacement of a lost or damaged ATM card, what is the account number for depositing the required amount? How much is it? What are the required procedures to complete application after deposit?

A5: The account number is (110608010583558) under name (King Khalid University - Public Relations Department).

An amount of SAR (100) should be paid to apply for replacement of a lost or damaged ATM card. After deposit, you should hand over the original deposit receipt to the officer in charge of ATM cards in your College.

Q6: I am a student. I have forgotten my ATM card PIN. What action should I take?

A6: You should refer to the officer in charge of ATM cards in your College to complete the procedures of applying for replacement of a damaged ATM card, according to (A5).

Q7: I am a student. My ATM card has been stuck in the ATM machine. What action should I take?

A7: You should refer to the officer in charge of ATM cards in your College to complete the procedures of applying for replacement of a damaged ATM card, according to (A5).

Q8: I am a male/female student. I have lost my ATM card. What action should I take?

A8: You should refer to the officer in charge of ATM cards in your College to complete the procedures of applying for replacement of a damaged ATM card, according to (A5).

Q9: I am a student. My ATM card is about to expire after 4 months. What action should I take?

A9: No less than two months before your ATM card expiry, you should refer and report to the officer in charge of ATM cards in your College, and ensure that your name is added to renewal applications.

Q10: When do eligible students stop receiving rewards?

A10: Cases in which eligible students stop receiving rewards:

A. Exceeding the term specified for rewards, which is the program's prescribed term until graduation based on the student's study plan, approved by the University council.

B. In case a student has been given a warning (if the CGPA is less than 2 out of 5).

C. In case of a drop: A case in which a student does not continue a semester without being deemed failed, provided that he/she presents, at least five weeks before commencement of final

exams, an excuse acceptable to the body determined by the University Council (Article 13 of Study and Exam Regulations).

C. In case of a postponement: Study postponement before semester commencement due to an excuse acceptable to the University Council. Student postponement shall not exceed two successive semesters or three non-successive semesters as a maximum throughout his/her study in the University. Afterwards, he/she would be suspended. (Article 14 of Study and Exam Regulations).

E. In case of a disciplinary decisions.

C. In case of an absence: Student absence from studying for a semester without a postponement application. Afterwards, he/she would be suspended. (Article 15 of Study and Exam Regulations).

Q11: I am a student transferred from another university to KKU. I have studied a semester or less or more in my previous university, and I have many unreceived rewards. What action should I take?

Q11: You should refer to your previous university to receive your rewards for the period prior to actual enrollment in KKU.

Q12: I am a male/female student. I have applied for an ATM card through my College. After a while, I have received the card and PIN, but when I tried to cash some money from an ATM machine, a message appeared to me (Unusable). Why?

A12: This is because the ATM card is not activated to protect your rights against theft. The card will automatically be activated as soon as the next reward is paid.

Q13: Is there a reward for male/female students of community colleges. If no, why?

A13: Pursuant to the Regulations for university student rewards issued by the Council of Ministers, male/female students of community colleges are not eligible for rewards.

Q14: I am a student. I was admitted as a part-time student and I am qualified now to be transferred to the full-time plan. Am I eligible to receive a reward after such transfer? And how many semesters for which I am eligible to receive rewards?

A14: Yes, you are eligible to receive rewards after being transferred. As for the number of the eligible semesters, it is based on the remaining period of the study plan established for the department to which you were transferred. For example, if the term of the department's study

plan is eight semesters, and you were transferred after two semesters, the remaining period is six semesters; which represents your eligible period.

Q15: I am a student. I was admitted to Community College then transferred to undergraduate studies (bachelor degree), under diploma-to-bachelor bridging conditions. Am I eligible to receive the reward after such transfer? And how many semesters for which I am eligible to receive rewards?

A15: Yes, you are eligible to receive rewards after being transferred. As for the number of the eligible semesters, it is based on the remaining period of the study plan established for the department to which you were transferred. For example, if the term of the new department's study plan is eight semesters, and you were transferred after four semesters at the Community College, the remaining period is four semesters; which represents your eligible period only.

Q16: I am a full-time second grade student with special needs. What is the official channel to receive such grant?

A16: You were supposed, upon admission to the University, to request the Rewards Department - the Admission and Registration Deanship to address the Social Affairs Department. This is because the system requires that the special needs rewards shall be calculated as of date of referral from Social Affairs Department, and any preceding period shall not be eligible, since eligibility, class and due amount are determined by such Department.

Q17: I am a student with special needs. I have graduated and I was not aware that there is a reward for students with the same condition as mine. What is the official channel to receive such grant?

A17: The system requires that the special needs rewards shall be calculated as of date of referral from Social Affairs Department, provided that the student is still attending classes, and, since you are a graduate, you are not eligible.

Student e-services offered by Admission and Registration Deanship

Access to an electronic system is provided by Admission and Registration Deanship to University (male/female) students enrolled in different academic degrees (Diploma - Bachelor - Master - PhD). The establishment of such system is aimed to ensure smooth completion of required procedures and to offer some additional features giving access to services used to be provided manually to save time and effort and to keep up with advanced electronic advancements.

The Student Home Page offers a set of services that give students access to many important e-services including, but not limited to, (Online Registration Services, Student Academic Services, Online Requests Services, Student Personal Services), based on the student status (freshman - admitted - suspended - dismissed - graduate). **To access such services, (male/female) students should sign in to the e-services portal entering their university IDs in the username field and their national IDs in the password field. Students should change their passwords in their first visit, and will be responsible for their accounts thereafter.**

First: Online Registration Services:

The Online Registration System is a system that helped improve student e-services, which includes (Timetable - Courses available based on student study plan - Courses registered for the student - view course-based results - Dropping/Adding service - changing study groups).

1. Student Timetables:

Students can view and print their timetables through the timetable link. They can also, using this services, view their registered courses in details, study groups and classes, teaching staff members and recorded hours.

2. Courses available based on student study plan:

Courses available for specific semesters can be viewed using this window to allow students to view all available courses and study groups, courses' codes and names, study groups' numbers, number of hours, status of course groups (available - closed), and a detailed view of courses (groups' timetables - classes - dates of lectures - examination period - name of teaching staff member).

3. View registered courses:

Using this window, students can view courses registered for a specific semester in details (course - course code - course name - activity - group - number of hours - timetable - time - class - teaching staff member - total credit hours - academic guide).

4. View course-based results:

Using this window, students can view course-based results for two semesters (the current semester and the previous semester) as well as course codes, names and grades in addition to students' semester and cumulative grades.

5. Dropping and Adding courses:

Using this window, students are able to make various changes to their timetables, including: (adding courses - dropping courses - modifying course dates and groups). During online registration period, closed groups or courses with prerequisites not applicable to students will not be shown.

6. Requesting visiting student form for other universities:

This service enables students to submit requests for visiting student form for other universities.

Second: Student Academic Services:

The electronic system gives students access to various academic services, including: (printing official documents - view previous academic changes - view results - view student plans - view plan's finished courses - view plan's remaining courses - teaching staff's evaluation).

1. Printing official documents:

Using this window, students can view and print official documents, including (academic records - Letter of regular attendance - external transfer forms) with no need for any further certification or authorization by Admission and Registration Deanship.

2. View previous academic changes:

Using this window, students can view all their previous academic changes with an indication to the semester of change and a description of such change (whether it is dropping or postponing semesters). It also views both change start semester and end semester and status of the academic change.

3. View results:

Using this window, students can view their results in details including number and grades of courses passed and number and grades of courses failed, if any.

4. View student plans:

Using this window, students can view their study plans and their remaining courses, courses passed and timetables.

5. View plan's finished courses:

Using this window, students can view all their finished and equated courses under their study plans across different levels of study.

6. View plan's remaining courses:

Using this window, students can view the courses they are required to pass based on their study plan.

7. Teaching staff's evaluation:

Using this window, students can evaluate teaching staff members responsible for delivering courses by answering some questions upon which the evaluation is determined.

Third: Electronic Requests Service:

The electronic system gives students access to an Electronic Requests Service, which includes: (recording academic changes "major change / transfer request - semester postponement request - semester drop request - external transfer request - readmission request - university withdrawal request - student identification request" - course request).

1. Recording academic changes:

Using this window, students can carry out or show academic changes, such as (major change / transfer request - semester postponement request - semester drop request - external transfer request - readmission request - university withdrawal request - student identification request).

2. Major change (transfer) request:

Using this window, students can electronically request an academic major change, for which a list of the available courses matching their academic rate are shown. After the request is sent, the student identity will be checked and the request will be recorded, to be presented later on to the competent party. Students can modify or delete their requests.

3. Semester postponement request:

Using this window, students can request postponement of semesters.

4. Semester drop request:

Using this window, students can request and carry out a semester drop after drop conditions are checked.

5. External transfer request:

Using this window, students can print external transfer requests, which include fields for the original university, the targeted university and academic information, to be completed by the students.

6. Readmission request:

Using this window, students can request readmission after readmission conditions and policies are checked.

7. University withdrawal request:

Using this window, students can print university withdrawal requests, which include fields for personal data and reasons for withdrawal.

8. Student identification request:

Using this window, students can request and print student identification requests.

9. Course request:

Using this window, students can request one or a group of courses available under their plans.

Fourth: Student Personal Services:

The electronic system gives the students access to a group of personal services, including: (updating personal data - following up on rewards - following up on absence - following up on academic sanctions - issuing flight discounts - Students' Housing services - Students' Parking services - loans and subsidies - expressing opinions).

1. Updating personal data:

Students can view their personal data and update their contact information (name "in English" - E-mail - Mobile - ID data).

2. Following up on rewards:

The student reward monthly record can be viewed, whether such rewards are eligible or ineligible, with detailed reasoning of such ineligibility.

3. Following up on absence:

Students can view their absence rates in details with total absence and percentage of each course shown based on the length of the courses by hours, provided that the teaching staff member updates the absence record daily.

4. Following up on academic sanctions:

Using this window, students can view the academic sanctions record, if any.

5. Issuing flight discounts:

The electronic system helps students issue flight discount forms, which grant them discounts of up to 50% of flight tickets.

6. Students' Housing services:

Using this window, students can reserve rooms, change prior reservations, or cancel reservations, provided that it is made available by the Deanship of Student Affairs.

7. Students' Parking services:

Using this window, students can reserve parking spots, provided that it is allowed by Safety & Security Department.

8. Loans and subsidies:

Students can view their loans and subsidies, if any, through this service in details (date of loan - value - premium type - status), provided that the concerned department under the Deanship of Student Affairs updates the database.

9. Expressing opinions:

Students can vote and express their opinions whether in the form of questions or proposals, through personal services.

About the Deanship

Name:

Admission and Registration Deanship

Establishment:

On 1419H, by the Royal Decree No. 78/7/m in 11/3/1419H to merge both Imam Muhammad Bin Saud Islamic University - Abha and King Saud University - Abha into one University named "King Khalid University".

Deanship Vision:

To achieve excellence in students services through the implementation of cutting edge technologies related to admission, registration and documentation services offered to male/female students, and those related to services offered to professors and college registrars.

Deanship Mission:

To create the ideal service environment for male/female students and professors using electronic services for admission, registration, grading and graduation.

Deanship Values:

Justice - Honesty - Transparency - Active Participation

Deanship Objectives:

- To realize the aspirations of our homeland to build our constructive knowledge.
- To strive for providing a place in the University to all qualified male/female student.
- To do our best to attract the best secondary school male/female students to enroll in the University.
- To communicate to the students all University study and exam rules and regulations.
- To electronically document and update the academic records of all students.
- To pay students rewards at their due dates.
- To easily and smoothly document and complete graduation procedures.
- To activate and disseminate technology to build a society of knowledge.
- To ensure consistency between education outputs and the requirements of the labor market.
- To support communication with the University's Alumni.

Deanship contact information:

Fax: 072418539- **E-mail:** reg-admission@kku.edu.sa

Important Dates

(a) First Semester of the Academic Year: 14/ 14H

No.	Course	Date
1	Semester Start Date	/ /
2	Registration Process Start Date	/ /
3	Internal Academic Transfers Start Date	/ /
4	Semester Postponement Deadline	/ /
5	Semester Final Exams Start Date	/ /

(a) Second Semester of the Academic Year: 14/ 14H

No.	Course	Date
1	Semester Start Date	/ /
2	Registration Process Start Date	/ /
3	Internal Academic Transfers Start Date	/ /
4	Semester Postponement Deadline	/ /
5	Semester Final Exams Start Date	/ /

For more information.

Visit Admission and Registration Deanship Website:

www.kku.edu.sa

Or visit the Academic Guidance Office in your college