

King Abdulaziz University

Faculty of Dentistry

Admissions and Registration

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Definitions

Core Courses

The academic program curriculum contains specific mandatory courses, comprising a specified number of credit units, that all students must take.

General Education Courses

It is a set of courses that students study outside their specialization curriculum. They include an Arabic Language course, consisting of two levels (Arabic Language 101 - Arabic Language 201), and an Islamic Culture course, consisting of four levels (Islamic Culture 101 - Islamic Culture 201 - Islamic Culture 301 - Islamic Culture 401).

Course Equivalency

The assessment and documentation of a student's completion of one or more courses taken in a program at another university, college, or department through transfer, based on the academic content equivalence with the intended learning outcomes of those courses as determined by the academic department.

Withdrawal

The student requests to refrain from continuing their studies for the academic year they registered for courses. The withdrawal period is counted within the graduation timeline, and a grade of W is recorded.

Deferral

The student requests to refrain from registering for courses in the upcoming semester, indicating their desire to defer their studies. The deferral period is not counted toward the official graduation timeline.

Reinstatement

Readmission to studies is the process that allows a student to resume their studies after a period of interruption or dismissal while adhering to the university or college's requirements.

Dismissal

Dismissing the enrollment is the suspension or termination of the student's relationship with the university, whether through academic dismissal, disciplinary action, permanent withdrawal, prolonged absence, failure to complete the program within the specified timeframe according to the academic plan, as determined by the executive regulations of the regulations.

Introduction

The Admissions and Registration Unit is a pivotal component within the college. It is responsible for overseeing students academically from their enrollment at the college until they graduate from the university. It links the university's admissions and registration deanship to the students, handling all academic transactions related to admissions and registration at the Faculty of Dentistry.

Policies

1. Withdrawal Policy at the Faculty of Dentistry

- 1.1. A student may withdraw from continuing studies for a semester without being considered a failure, according to the Study and Examinations Regulations for the university stage and the approved executive rules number (13): "A student may withdraw from continuing studies for a semester without being considered a failure if they provide an acceptable excuse to the authority designated by the University Council, within a timeframe specified by the executive rules approved by the University Council. The student receives a grade of (W) for this semester, and this semester is counted towards the graduation requirements."
- 1.2. Conditions for Withdrawal at the Faculty of Dentistry: Based on Article 13 of the Study and Examinations Regulations for the university stage and the approved executive rules, the following additional conditions are specified for withdrawal from continuing studies: "Article 5 of the Executive Rule of King Abdulaziz University:
 - 1.2.1. The competent body to accept requests for withdrawal from continuing studies is the Academic Affairs Committee, formed by each college council at the beginning of each academic year under the chairmanship of the college's vice dean.
 - 1.2.2. The student's cumulative GPA must not be less than (2).
 - 1.2.3. The withdrawal period from studies is counted based on the number of semesters allowed for deferment according to Article 14 of the regulations, which are two consecutive or three non-consecutive academic semesters.
 - 1.2.4. The academic calendar for each semester specifies the period during which a student may apply for withdrawal electronically or through the committee authorized to accept requests for withdrawal from continuing studies.

1.2.5. If a student wishes to withdraw from studies after the specified period in the academic calendar, they must present an acceptable excuse to the College's Academic Affairs Committee for presentation to the Permanent Admission Committee, which has the right to accept or reject based on the excuse provided.

- 1.3. Article 15 of the Study and Examinations Regulations for the university stage and the approved executive rules states: "If a regular student discontinues studies for a semester without requesting deferment, their enrollment is terminated by the university. The University Council terminates students' enrollment if they discontinue studies for less than (number of semesters).
- 1.4. Additionally, the Faculty of Dentistry requires an additional condition: the student must visit the Office of Academic Affairs after the withdrawal period for an academic year end, within a period not exceeding (7) days before the start of the next academic year. Failure to visit the college within the specified period will result in the student's name being withdrawn.

2. Deferral Policy

- 2.1. A student may apply for a deferral of studies for an acceptable reason approved by the College Council or its delegated authority, provided that the deferral period does not exceed two non-consecutive academic years as a maximum throughout their tenure at the university. Enrollment is terminated after that.
- 2.2. The University Council may, if necessary, grant exceptions to this policy, but the deferral period is not counted towards the period required to complete graduation requirements.
- 2.3. If the two years are consecutive, the University Council may, in exceptional circumstances, allow the student to continue their studies, provided they pass a qualifying exam in the courses in the last academic year they completed. If they fail the exam, they may be admitted to the last successful academic year without this result being counted towards the overall GPA.

3. Internal/External Transfer Policy

3.1. Internal transfer:

According to the study and examination regulations for undergraduate studies and the executive rules of King Abdulaziz University, a student may transfer from health colleges to the College of Dentistry, according to the conditions approved by the University Council and the College Council:

- 3.1.1. Selection Criteria: Selection will be based on the available seats and the capacity of the college and the university dental hospital.
- 3.1.2. Completion of Requirements: The student must have fulfilled the preparatory year requirements for the health track.
- 3.1.3. Admission Requirements: The student must meet the specific admission requirements for the College of Dentistry.
- 3.1.4. Academic Performance and Preference: The applicant must be a student from a health college, with a cumulative GPA of at least 4.50 out of 5, and the student's first preference must be to join the College of Dentistry.
- 3.1.5. Course Equivalency: Courses previously completed by the transferring student at another health college within the university will be counted and recorded in the academic record.
- 3.1.6. Personal Interview: The student must pass the personal interview (MMI).
- 3.1.7. Electronic Test: The student must pass the electronic admission test for the College of Dentistry (DAT).
- 3.1.8. Medical Fitness: The student must be medically fit.

3.2. External Transfer:

According to the study and examination regulations for undergraduate studies and the executive rules of King Abdulaziz University, a student may transfer from dental colleges within the Kingdom of Saudi Arabia according to the conditions approved by the University Council and the College Council:

- 3.2.1. Application Submission: External transfer applications should be submitted to the Deanship of Admission and Registration within the academic calendar period and then forwarded to the College of Dentistry for student evaluation.
- 3.2.2. Selection Criteria: Selection will be based on the available seats and the capacity of the college and the university dental hospital.
- 3.2.3. Academic Performance: The student must have a minimum cumulative GPA of "Very Good".
- 3.2.4. Course Equivalency: Courses for which the student has received a grade of "Very Good" or higher will be evaluated for equivalency with the courses in the college, based on the Dean's decision and the recommendation of the relevant committee. According to the regulations of the College of Dentistry, transfers are not accepted after the third level (third academic year).
- 3.2.5. Acceptance Criteria: Transfer applications will be accepted based on the personal interview and the Dental Admission Test (DAT).



Course Equivalency Form

4. Re-enrollment Policy:

- 4.1. The student must submit a request for re-enrollment to the Academic Affairs Office of their college within four academic terms from the date of dismissal.
- 4.2. The relevant college council must approve the student's re-enrollment.
- 4.3. A student may not re-enroll more than once.
- 4.3. A student whose enrollment has been terminated due to academic dismissal may not re-enroll.
- 4.4. The student must follow up with the college registrar at the deanship to process their request upon approval by the college.
- 4.5. Ensure that the re-enrollment request is processed through the electronic services system.

Duties and Procedures of the Admission and Registration Unit:

1. Adding and Removing Courses in Coordination with Relevant Departments for Male and Female Students:

- 1.1. Receive an official letter containing the course schedules and reference numbers, sent from the Vice Dean for Educational Affairs to the Vice Dean for Female Students.
- 1.2. Log into the Educational Affairs System (ODUS PLUS) to register courses for each student.
- 1.3. After completing the student's course registration, print the academic schedule and keep it in a designated paper file.

2. Preparing Lists of Undergraduate Students in the College of Dentistry:

2.1. Second Academic Year:

- 2.1.1. Send a letter to the Deanship of Admission and Registration after completing the college placement period, according to the Admission and Registration Deanship calendar. The letter should request student's names to be placed in the College of Dentistry.

2.1.2. Upon receiving the official list of names from the Deanship of Admission and Registration, enter the students' names into the approved template for student lists used by the College of Dentistry.

2.1. Third to Sixth Academic Years:

2.1.1. The procedures for these years would typically involve similar steps for updating and maintaining student lists, but specific actions might differ based on the academic calendar and administrative requirements.

2.1.2. Review and Update: Review the previous year's student lists and update them based on the names of students who have withdrawn or are facing academic difficulties. This process will ensure accurate lists for students from the third to the sixth year are issued.

2.1.3. Regularly update the lists to reflect the names of students who have withdrawn or are experiencing academic challenges.

3. Handling Procedures for Students Who Wish to Withdraw Following the College of Dentistry Regulations:

3.1. The student requests withdrawal after their academic schedule has been registered.

3.2. Withdrawal Form Submission: The student completes the withdrawal form through the ERS (Electronic Registration System).

3.3. The student's withdrawal request is submitted to the Vice Dean for Educational Affairs.

3.4. If approved by the Vice Dean for Educational Affairs, a letter is written from the Vice Dean to the Vice Dean of Admission and Registration, indicating the student's intention to withdraw and requesting the necessary actions.

3.5. Ensure that a grade of (W) is recorded for all courses for the withdrawing student.

4. Handling Procedures for Students Who Wish to Defer Following the Regulations of the College of Dentistry:

4.1. The student requests deferment before their academic schedule is registered.

4.2. The student completes the deferment form.

4.3. Approval and Notification: If the deferment request is approved, a letter indicating the student's intention to defer their studies is prepared and addressed to the Deanship of Admission and Registration.

4.4. Ensure that a grade of (W) is recorded for all courses for the deferred student.

5. Procedures for Reinstating Students Who Have Withdrawn or Deferred Studies:

- 5.1. Student Visit to the Educational Affairs Office: Students must visit the Office during the first week of the new academic year after the withdrawal/deferment period has ended to complete the "Student Reinstatement After Withdrawal/Deferment" form.
- 5.2. After all students who have withdrawn or deferred their studies complete the "Student Reinstatement after Withdrawal/Deferment" form, the staff member prepares a letter addressed to the Deanship of Admission and Registration. This letter should request updating the students' academic status from "Withdrawn" to "Active" in the ODUS PLUS system.
- 5.3. Verification of Status Update: After submitting the letter, the staff member logs into the ODUS PLUS system to ensure that the academic status of the students who have withdrawn or deferred has been updated to "Active."
- 5.4. Course Registration: Once the academic status is updated to "Active", register the student's courses.

6. Printing Students' Report Cards at All Educational Stages:

At the end of the academic year, it is essential to review the report cards to ensure that all grades have been recorded accurately before printing the report card for each student.

7. Preparing Lists of Students Ordered by Grade for Each Academic Batch:

- 7.1. At the end of the academic year, review the report cards to ensure that all grades have been recorded.
- 7.2. Record each student's semester average in an Excel program.
- 7.3. Arrange the students in descending order based on their semester average.

8. Procedures for Graduating Students and Coordination with the Deanship of Admission and Registration for Male Students:

- 8.1. The employee shall compile the list of graduates by accessing the **ODUS PLUS** system.
- 8.2. Review the graduates' grade transcripts through the **ODUS PLUS** system and verify them against the academic plan to ensure that each graduate has met the required credit hours.
- 8.3. While reviewing the grade transcripts of the graduates, identify those who have recorded grades in courses that may hinder the completion of graduation procedures.

- 8.4. A formal letter shall be sent to the Deanship of Admission and Registration with the names and numbers of the graduates, confirming that all graduates have met the graduation requirements.

9. Procedures for Equivalency of Courses for Students Transferring from Other Universities:

9.1. Regarding the equivalency of general courses for the transferring student:

- 9.1.1. The student must provide the Admissions and Registration Unit with a copy of the transcript certified by the transferring university, and a course description for the courses the student wishes to have equivalency for.
- 9.1.2. A formal letter is to be submitted to the Deanship of Admission and Registration to review the equivalency of the general courses.
- 9.1.3. The Deanship of Admission and Registration will respond to the letter with either an approval for course equivalency or a rejection with explanations provided.
- 9.1.4. In case of rejection, the student will be officially notified to take the general courses during the summer term.

9.2. Regarding the Equivalency of Medical College Courses for Transferring Students:

- 9.2.1. A formal letter will be submitted to the Vice Dean of Academic Affairs, including the transcript certified by the transferring university and a course description for the courses the student wishes to have equivalency for.
- 9.2.2. The Vice Dean of Academic Affairs will then send a letter to the Vice Dean of the College of Medicine for Academic Affairs, requesting the equivalency review by the scientific departments of the College of Medicine.
- 9.2.3. The College of Medicine will respond to the letter from the Vice Dean of Academic Affairs if the equivalency of the courses is approved.
- 9.2.4. A letter is to be prepared and addressed to the Deanship of Admission and Registration, including the (Transfer Student Equivalency Request Form) for the courses to be equated and included in the student's transcript.
- 9.2.5. The equivalency of the courses for the transferring student is reviewed by the scientific departments of the College of Medicine, and then the student's course schedule is adjusted based on the equivalencies granted.

9.3. Regarding the Equivalency of Dental College Courses for Transferring Students:

- 9.3.1. A formal letter will be submitted to the Vice Dean of Academic Affairs, including the transcript certified by the transferring university and a course description for the courses the student wishes to have equivalency for.
- 9.3.2. If the courses' equivalency is approved, the Vice Dean of Academic Affairs will send a letter of approval.
- 9.3.3. A letter will be prepared and addressed to the Deanship of Admission and Registration to process the course equivalency.
- 9.3.4. The courses' equivalency for the transferring student is reviewed by the Course Equivalency Committee of the College of Dentistry, and then the student's course schedule is adjusted based on the granted equivalencies.

10. Preparing Monthly, Quarterly, and Annual Reports on the Operations of the Admissions and Registration Unit:

All transactions and emails are collected, and the necessary statistics and charts are prepared to illustrate the tasks completed during the month/quarter/year.

Grades

Based on the Undergraduate Study and Examination Regulations and the approved executive rules, course grades are recorded in the student's academic record. These grades represent either the percentage or the alphabetical symbol for the final grade achieved by the student in any given course. The grades are calculated as follows:

English Symbol	Arabic Symbol	Points		Grade Range	English Description	Arabic Description
Exceptional	ممتاز مرتفع	4.00	5.00	100-95	A+	أ+
Excellent	ممتاز	3.75	4.75	90-95	A	أ
Superior	جيد جدا مرتفع	3.75	4.50	85-90	B+	ب+
Very Good	جيد جدا	3.00	4.00	80-85	B	ب
Above Average	جيد مرتفع	2.50	3.50	80 - 75	C+	ج+
Good	جيد	2.00	3.00	75 - 70	C	ج
High Pass	مقبول مرتفع	1.50	2.50	70 - 65	D+	د+
Pass	مقبول	1.00	2.00	65 - 60	D	د
Fail	راسب	0	1.00	< 60	F	هـ
In- Progress	مستمر	-	-	-----	IP	م
In- Complete	غير مكتمل	-	-	-----	IC	ل
Denile	محروم	-	1.00	-----	DN	ح
No grade - Pass	ناجح دون درجة	-	-	60>	NP	ند
No grade - Fail	راسب دون درجة	-	-	< 60	NF	رد
Withdrawn	منسحب بعذر	-	-	-----	W	ع

The Regulations Followed in the Unit

Regulations for Study and Examinations for the Undergraduate Phase and the Approved Executive Rules (issued by the Deanship of Admissions and Registration).



Undergraduate Student Regulations: (Rights and Responsibilities) (issued by the Deanship of Student Affairs).



The electronic systems used in the unit

Oracle System (ODUS PLUS + BANNER) (Deanship of Admissions and Registration).

Electronic Transactions System (ERS) (Deanship of Admissions and Registration).

Email Addresses Used in the Unit:



Male Students Section: den-aau@kau.edu.sa

Female Students Section: deng-aau@kau.edu.sa

ODUS PLUS User Guide:

