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Student Orientation Policy Procedures

1. All new students attend the orientation sessions organized by the Deanship of Student Affairs prior to the beginning of each regular semester.
2. Students meet at the Main Theater with the Dean of the Student Affairs Deanship, Foundation Year Program Director, representatives of the University colleges, heads of the major concerned departments (Admission and Registration Dept., Facilities Dept., IT Center, Library, Finance Dept., Counseling Unit, among others).
3. The Orientation Session starts with a welcoming speech by the Dean of the Student Affairs Deanship.
4. Next, each of the heads of the concerned departments will brief students on the services provided by them with special emphasis on:
 - 4.1 Facilities and resources;
 - 4.2 Code of Conduct;
 - 4.3 Attendance, absence and tardiness;
 - 4.4 Satisfactory academic progress policy and procedure;
 - 4.5 IT Acceptable use Policy;
 - 4.6 Student support services available to students;
 - 4.7 Health and Counselling services;
 - 4.8 Safety matters; and
 - 4.9 Complaints and appeals processes.
5. Distributing student IDs & computer usernames and passwords.
6. Updating student contact details (Address, telephone number, email address and emergency contact).
7. Identifying and collecting information on students with special needs or medical conditions.
8. Taking students on campus tour, whereby they get introduced to the different departments and services.

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