 UAEU	Admissions and Enrollment Policies Manual	Policy Number	AE-01
		Effective Date	02-Mar-2014
	Subject Enrollment Deanship	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment		Pages of this Policy	1 of 1

1. Enrollment Deanship

Overview

Defines responsibilities and functions of the University Registrar and Enrollment Deanship.

Scope


Applies to all coursework programs at the UAEU.

Objective

Describes the various functions of the University Registrar and Enrollment Deanship and how they operate.

Policy

1. The University Registrar and Enrollment Deanship are responsible for functions related to the admission, registration, and enrollment of all students at UAEU.
2. The term “Enrollment Deanship” is used in this policy and related procedures to refer to both to the University Registrar and the Dean of Enrollment.
3. The Enrollment Deanship is responsible for the organization, management, and performance of a wide array of specific academic support and service functions integral to the successful conduct of the University’s instructional mission.
4. The Enrollment Deanship conducts its business under the directions of the Registrar, in coordination with the University Administration, the Academic Colleges, the University College, the College of Graduate Studies, and other administrative units.

 UAEU	Admissions and Enrollment Procedures Manual	Related Policy	AE-01
		Effective Date	01-Sep-2014
	Subject Enrollment Deanship	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
Responsible Office: DVC for Students Affairs & Enrollment		Pages of these Procedures	1 of 2

Procedures of Policy No. (1): Enrollment Deanship

1. The Enrollment Deanship Responsibilities

The Enrollment Deanship is responsible for maintaining effective communication and cooperation with all academic and administrative units involved in the admission, registration, and enrollment functions:

- a) Admitting students;
- b) Registering students;
- c) Enrolling students;
- d) Processing grades;
- e) Assessing and recording student academic standing;
- f) Verifying and certifying degree completion;
- g) Preparing the academic calendar;
- h) Managing student academic records;
- i) Processing student academic grievances and appeals;
- j) Managing student payments and maintaining student accounts;
- k) Maintaining the Student Information System; and
- l) Preparing, updating, and publishing course schedules and class and exams timetables.



2. Objectives of the Enrollment Deanship Policies and Procedures Manual

The functions of the Manual are:

- a) To provide a framework for assuring that admission and enrollment management functions of the University are conducted in contemporary, fair, and effective manner that is consistent with academic integrity, standards, and expectations of the University appropriate to its educational mission and academic programs;
- b) To provide effective guidance on the content, purpose and application of admission and enrollment Policies and Procedures to staff, Colleges, and prospective, current, and former students;
- c) To enable college and staff to apply the Policies and Procedures confidently, accurately, and reliably;
- d) To enable students to understand and manage their enrollment relationship with the University effectively; and
- e) To provide relevant and understandable information regarding University Policies and Procedures relating to admission and enrollment management to interested individuals outside the University.

3. Use of the Manual

- a) All inquiries and matters related to this Manual should be directed to the Registrar.
- b) The Registrar is responsible for defining broad guidelines to facilitate and ensure compliance with the Policies and Procedures. Specific responsibilities may be delegated as appropriate.
- c) The Registrar has the overall responsibility for proposing modifications, developing, and implementing future updates to the University's admissions and enrollment

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Admissions and Enrollment Procedures Manual	Related Policy	AE-01
		Effective Date	01-Sep-2014
	Subject Enrollment Deanship	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment	Due Date for Next Review	01-Sep-2016
		Pages of these Procedures	2 of 2

management policies and procedures (after appropriate approvals), and for reporting significant instances of non-compliance.

- d) Requests for additions, deletions, or other amendments to the Manual may be submitted in writing by any user of the Manual to the Registrar.
- e) The Registrar is responsible for reviewing proposed modifications in this Manual and making recommendations for action as appropriate.
- f) The Registrar will publish and maintain the latest version of the Manual on the University's website and will provide appropriate and timely announcements of proposed and approved modifications.