

 <b>UAEU</b>	<b>Admission and Registration Policies Manual</b>	Policy Number	AE-01
		Effective Date	12-Aug-2018
	<b>Subject</b> Admission and Registration Deanship	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
<b>Responsible Office:</b> Associate Provost for Students Affairs		Page Number	1 of 1

## 1. Admission and Registration Deanship

### Overview

Defines responsibilities and functions of the University Admission and Registration Deanship.

### Scope

Applies to all coursework programs at the UAEU.

### Objective

Describes the various functions of the University Admission and Registration Deanship.

### Policy

1. The University Admission and Registration Deanship is responsible for general functions related to the registration, and enrollment of all students at UAEU, and for the selection and admission processes for undergraduate students.
2. The term “Admission and Registration Deanship” is used in this policy and related procedures to refer to the Office of the Dean, Admission and Registration, or the University Registrar.
3. The Admission and Registration 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 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.

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## Procedures of Policy No. (1) - Admission and Registration Deanship

### 1. Admission and Registration Deanship Responsibilities

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

- Admitting students;
- Registering students;
- Enrolling students;
- Processing grades;
- Assessing and recording student academic standing;
- Verifying and certifying degree completion;
- Preparing the academic calendar;
- Managing student academic records;
- Processing student academic grievances and appeals;
- Managing student payments and maintaining student accounts;
- Maintaining the Student Information System; and
- Preparing, updating, and publishing course schedules and class and exams timetables.

### 2. Objectives of the Admission and Registration Deanship Policies and Procedures Manual

The functions of the Manual are:

- To provide a framework for assuring that admission and Registration Deanship 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;
- To provide effective guidance on the content, purpose and application of admission, registration and enrollment Policies and Procedures to staff, Colleges, and prospective, current, and former students;
- To enable college and staff to apply the Policies and Procedures confidently, accurately, and reliably;
- To enable students to understand and manage their enrollment relationship with the University effectively; and
- To provide relevant and understandable information regarding University Policies and Procedures relating to admission, registration and enrollment management to interested individuals outside the University.

### 3. Use of the Manual

- All inquiries and matters related to this Manual should be directed to the Admission and Registration Deanship Office.
- The Admission and Registration Deanship Office is responsible for defining broad guidelines to facilitate and ensure compliance with the Policies and Procedures. Specific responsibilities may be delegated as appropriate.

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- c) The Admission and Registration Deanship Office has the responsibility for proposing modifications, developing, and implementing future updates to the University's admissions, registration and enrollment management policies and procedures, in consultation with the Colleges, and 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 Admission and Registration Deanship Office.
- e) The Admission and Registration Deanship Office is responsible for reviewing proposed modifications in this Manual and making recommendations for action as appropriate.
- f) The Admission and Registration Deanship Office 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.