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| <br><b>UAEU</b> | <b>Admissions and Enrollment Policies Manual</b>                 |  | Policy Number            | AE-01       |
|                                                                                                 |                                                                  |  | Effective Date           | 02-Mar-2014 |
|                                                                                                 | <b>Subject</b><br>Enrollment Deanship                            |  | Most Recent Review Date  | 01-Dec-2013 |
|                                                                                                 | <b>Responsible Office:</b> DVC for Students Affairs & Enrollment |  | Due Date for Next Review | 01-Sep-2016 |
|                                                                                                 |                                                                  |  | 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.