

 UAEU	Admissions and Enrollment Policies Manual		Policy Number	AE-03
	Subject		Effective Date	02-Mar-2014
	Undergraduate Registration and Enrollment		Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Students Affairs & Enrollment		Due Date for Next Review	01-Sep-2016
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3. Undergraduate Registration and Enrollment

Overview

Covers policies and procedures relating to the registration and enrollment of admitted students.

Scope

Applies to all students in the undergraduate level and all academic and related administrative units of the University except those in the College of Medicine and Health Sciences.

Objective

Ensures that the scheduling, registration, enrollment, and examination functions of the University are conducted in a manner that is consistent with academic principles, standards, and expectations of the University appropriate to its educational mission and academic programs, and with necessary integrity, fairness, consistency, and effectiveness.

Policy

1. The United Arab Emirates University shall adopt the credit hour system as a basis for its educational system and shall organize its educational process on a semester basis. The College of Medicine and Health Sciences shall use a system through which a student should pass all required stages in order to get the Bachelor Degree.
2. Students who enroll at UAEU have the primary responsibility for managing their academic and financial relationships with the University including:
 - a) Understanding and following applicable policies and procedures related to enrollment;
 - b) Securing and following appropriate information and academic advice;
 - c) Securing and following academic standing during and at the end of each academic semester;
 - d) Managing their class schedule and attendance;
 - e) Managing their final examination schedule; and,
 - f) Managing their financial obligations related to enrollment, and other relevant activities.
3. All degree-status undergraduate students are expected to register in each regular academic semester and to continue in active registration (except summer sessions) from the time of their first enrollment at the University. Admitted students must register for classes at the time of their first eligibility as published by the University. All students must be advised by their College or other appropriate academic advisors /advising unit prior to registering for classes.
4. Registered students are expected to attend all classes, instructional activities, and examinations as scheduled.
5. With the exception of internships, supervised practice experience, and similar courses, an appropriate and substantive final examination or equivalent graded project is required in all courses.
6. Notifications made to students of University policies, academic requirements, programs, calendar events, and changes in student academic status via the student's University e-service account constitute official notification. Students are responsible for being aware of and complying with the directives of such notifications.