

 UAEU	Admissions and Enrollment Procedures Manual		Related Policy	AE-01
	Subject		Effective Date	01-Sep-2014
	Enrollment Deanship		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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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:

- 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 Enrollment Deanship Policies and Procedures Manual

The functions of the Manual are:

- 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;
- 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;
- 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 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 Registrar.
- 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.
- The Registrar has the overall responsibility for proposing modifications, developing, and implementing future updates to the University's admissions and enrollment

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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.