



Title: Early Registration Procedures

Code: GU-PR35ER

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Approval Authority: University Council

Document Owner: Vice President for Academic Affairs

Review: This document is subject to a periodic as per amendments of university policies and regulations

1. Purpose

The purpose of this document is to describe students' early registration procedures at Gulf University. It details principles to accomplish fair, transparent, and robust early enrolment procedures to all programs.

2. Scope

The document applies to students' early registration in all programs offered at Gulf University.

3. Acronyms

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| BQA | Education and Training Quality Authority |
| GU | Gulf University |
| HEC | Higher Education Council |
| HOD | Head of Department |
| SIS | Student Information System |

4. Definitions

Early Registration: Early Registration is an action taken by Gulf University that involves surveying students' initial selection of preferred courses, providing them with proper academic advice and guidance for their final selection of courses to ensure proper academic progression in their program of study. Early registration helps program leaders (HODs) in developing the semester schedule of course at their departments.

Enrolment: Enrolment is an action taken by Gulf University that involves enrolling students in the courses of the program.

Student: A student is an individual who has completed the formal procedures necessary to register in a program offered by Gulf University.

5. Procedures

a. Preamble:

- i. GU shall comply with the students' early registration procedures with HEC regulations in relation to student academic load.

- ii. Students shall abide themselves by their status, regulations, policies, and procedures of the University that may be subject to periodic reviews and amendments.

b. Procedure Details:

- i. Unit of Admission and Registration shall conduct the “Survey of Early Registration” before or at the early registration date as stated in the University Academic Calendar.
- ii. The Unit of Admission and Registration shall inform students to fill in the survey form, (Form GU-PR35ER-F1) on the Student Information System (SIS).
- iii. Students shall meet their Academic Advisors and seek advice and guidance.
- iv. Students shall list their initial selection of preferred courses, assuming that they will pass all the currently enrolled courses. If the student fails in a course that s/he is currently enrolled in, it will affect his/her selection of preferred courses.
- v. Students shall comply with Article (5.3 - Student Academic Load Criteria) of “Student Enrolment Procedures” (GU-PR03SE), while selecting their preferred courses.
- vi. The Unit of Admission and Registration shall send completed forms to relevant Academic Advisors.
- vii. Students shall meet their Academic Advisors to review their initial selection of course.
- viii. Academic Advisors shall review the initial selection and students’ status; shall provide guidance and advice to students on their selection.
- ix. Students shall list their final selection of courses in agreement with the Academic Advisors, “Final Course Selection Form”, (Form GU-PR35ER-F2).
- x. Academic Advisors shall retain the completed “Final Course Selection Forms” in student files.
- xi. Academic Advisors shall complete the “Summary of Students’ Final Selection” forms, (Form GU-PR35ER-F3), shall retain copy in Academic Advising File, followed by sending the forms to relevant HOD.
- xii. HOD shall consider the final selection forms for preparation of Semester Schedule.
- xiii. Students in Mass Communications Program shall follow procedures for selection of their study path in the program. Such procedures are stated in Article (5.14) of “Student Enrolment Procedures” (GU-PR03SE).

6. Responsibilities

Students are responsible for:

- Following this document appropriately.

Academic Advisors are responsible for:

- Implementing this document appropriately.

Heads of Departments are responsible for:

- Ensuring that all faculty members and students are fully informed of this document.
- Ensuring that this document is appropriately implemented.

Deans are responsible for:

- Ensuring that all faculty members and students follow this document.
- Ensuring that this document is appropriately implemented.

Unit of Admission and Registration is responsible for:

- Appropriate implementation of this document.

The Vice President for Academic Affairs is responsible for:

- Appropriate implementation of this document.

University Policy Development and Review Committee is responsible for:

- Systematic review of the effectiveness of this document.

7. Related Policies

- Academic Advising Policy
- Student Enrolment Policy
- Student Induction Policy

8. Related Procedures

- Academic Advising Procedures
- Student Enrolment Procedures
- Student Induction Procedures

9. Related References and Standards

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| BQA | Institutional Review Handbook |
| BQA | Programs-within-College Reviews Handbook |
| HEC | Academic Regulations |