

Registration Unit

Vision:

Achieving excellence in registration-related operations in order to better serve the students of the faculty.

Mission:

Provide academic services in accordance with best quality practices, while informing the students on the necessary rules and statutes that he needs during his academic career.

Objectives:

- Developing mechanisms and criteria for student registration at the Faculty of Clinical Pharmacy.
- Implementing the regulations governing the academic registration mechanism.
- Spreading awareness of registration regulations and systems by simplifying procedures and overcoming difficulties and obstacles for students.

Unit Tasks:

- Proposing study timetable in coordination with the deanships of admission and registration.
- Allocating lecture halls and labs during the development of study timetables.
- Developing and following up the implementation of student registration procedures in accordance with the dates set forth in the university calendar.
- Following up student self-registration.
- Organizing registration, deletion and addition activities.
- Increasing student hours in line with their respective academic status and grade point averages.
- Opening, closing and merging divisions and determining their respective times and ceilings.
- Resolving problems arising from conflicting student schedules.
- Following up schedules of students expected to graduate.
- Resolving problems encountered by students and incorporating additional hours in a manner that doesn't conflict with the admission and registration regulations.
- Coordinating with academic counselors to follow up registration processing activities.
- Processing internal and external transfer applications and completion of procedures in accordance with applicable regulations.
- Following up student attendance and drawing up lists of students denied entrance to the examinations.



- Following up academically underachieving students as well as students who have been served notices or academically dismissed and drawing up relevant lists.
- Submission of semestral and annual reports to the faculty vice-dean for academic affairs, regarding admission and registration activities.
- Preparing a procedure improvement plan at the end of each academic year.

Members of the Registration Unit:

No.	Name	Position	E-mail address
1	Vice dean for academic affairs (Dr. Adel Alghamdi)	Head of Unit	ai.alghamdi@bu.edu.sa
2	Vice dean for female students' section (Dr. Fatima Alomari)	Member	fsalomari@bu.edu.sa
3	Dr. Jawhar Abdelhak	Supervisor	jabdelhak@bu.edu.sa
4	Dr. Saleh Abdulrasal	Member	sabdulrasal@bu.edu.sa
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