

# **Students' Affairs Unit**

## **Introduction**

In support of the overall mission of the University, the role of the Students' Affairs Unit at the Deanship of the Preparatory Year is to enhance the quality of life for our students by assisting them in taking full educational advantage of the University experience. The Students' Affairs Unit is committed to assisting students in their preparation for life - careers, leadership, and participation in a changing world - by providing co-curricular activities, support programs, and services which allow them to experiment and integrate the knowledge and skills they obtain. With a commitment to diversity and the development of a multicultural campus, The Students' Affairs programs are concerned with the whole student and are designed to enhance the intellectual, emotional, physical, spiritual, cultural, ethical, and social development of students in a safe and secure environment.

## **Objectives**

- 1- Contribute to raising youth awareness and strengthening their sense of belonging to their nation and homeland.
- 2- Consolidate social values, fair competition, and responsibility.
- 3- Contribute to the development of students' abilities and talents and employing them in fruitful work.
- 4- Discover and develop talents, and employ students' abilities in a creative and useful way.

## **Duties and Responsibilities**

- 1- Receive admission problems, sorting them, completing the required data, reviewing and checking them, ensuring that they comply with the admission criteria and then referring them to the Deanship of Admission and Registration.
- 2- Follow up on students' academic cases.
- 3- Inform students of cases of warning, deprivation and other decisions.
- 4- Manage the attendance and absence of students and follow up on related procedures.
- 5- Offer support to facilitate the best possible student academic success.
- 6- Continually improve the quality of campus life by providing services and support accordingly.
- 7- Support institutional values by developing and enforcing behavioral standards for students.
- 8- Establish and maintain effective working relationships with the local community.
- 9- Provide opportunities for leadership development.
- 10- Provide opportunities for students to expand their cultural and aesthetic appreciation.