

Functions:

- Implement the acceptance mechanism and the registration mechanism according to the regulations established and approved according to the plan established by the Deanship.
- Announce admission dates at the university and its mechanisms.
- Follow-up students in terms of the course of study they have.
- Implement the executive regulations of the Deanship, taking into account the internal regulations of each college and follow-up the rules of their own in a manner consistent with the general rules contained in these regulations.

The Admissions and Registration Department consists of the following divisions:

1. Admission and Registration Division:

In this year (1429H), which coincided with the preparations of the University for the tests of the second semester was the tasks of the Deanship and many of the duties of the great in terms of being responsible for the graduation of the third batch of the University and here were the tasks of adopting the results of the second semester of the academic year 1428/1429, As well as preparation for the graduation ceremony under the auspices of His Highness the Emir of the region, and was implemented thanks to God and reconcile as follows:

- Adoption of the results of tests of students and students received to the Deanship of the various faculties of the university.

2. Documentation and Records Division:

It is concerned with the affairs of graduates and the preparation of their documents and records. It contains an office with all its equipment, a computer with its printer and a photocopy machine, two storage cabinets, an outbound file for the Division, and files for keeping documents. In this year 1429 AH, the following are implemented:

- Survey all students expected to graduate by the end of the second semester of the academic year 1428/1429 e through the new academic system.
- Issuing the documents of graduates and graduates based on the data approved by the Director of Admissions and Registration.
- Submit documents to the faculties after printing, approving and approving them for distribution.
- Reissue old documents to modify data or to translate.
- Reissue new documents instead of damaged or missing.

3- Files Division:

Cadres of division (3)

It is concerned with receiving files for admissions from the Admissions and Registration Division, completing all the required papers and checking them according to the conditions stipulated in the admission plan for the same year and then keeping them throughout his career in the university until he graduated or ends his relationship with the university.

In this year, the Division completed the following:

- Receive all files of students admitted to the university and distributed by colleges and numbers in the conservation devices.
- Ensuring that certificates are attached to documents, papers required for admission, indexing, arranging, and numbering.

4 - Division of the issuance of university cards for students:

- Issuing cards for university students.
- Announcing a schedule that includes specific dates for photograph in the Deanship and in the faculties of the university.
- Coordination with the Department of the Deanship in addressing the academic colleges to inform students of the timing of photographs.
- The issuance of university cards for the university students for the year 1429 for new students and for the old students (allowance of missing or damaged).