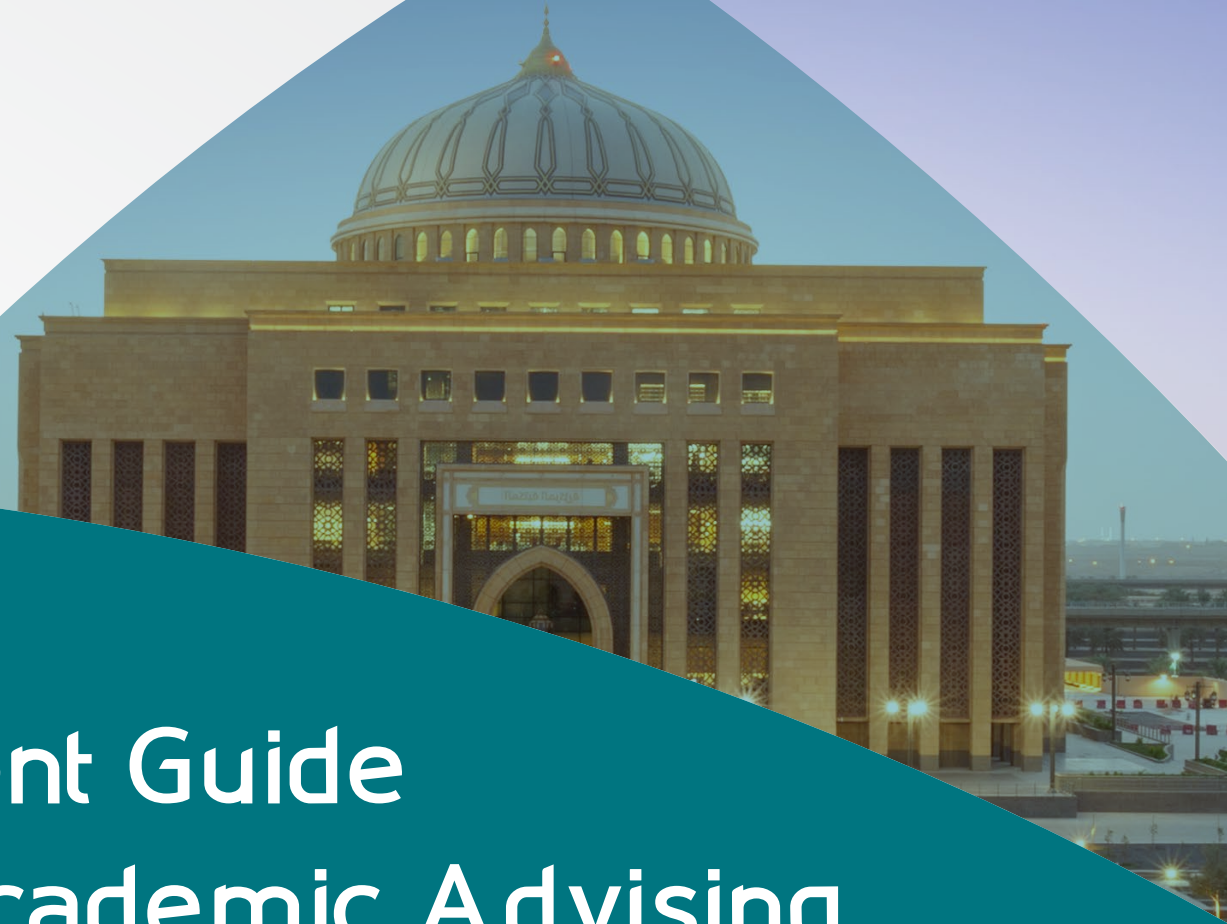




Princess Nourah bint Abdulrahman University
University Vice Rectorate For Academi Affairs
Deanship of Admission and Registration



Student Guide for Academic Advising

For the Academic Year 1447 AH



In the name of Allah,
the Most Gracious, the Most Merciful



Princess Nourah bint Abdulrahman University
جامعة الأميرة نورة بنت عبدالرحمن

Princess Nourah Bint Abdulrahman University welcomes its students and provides them with this Academic Advising Guide to assist them throughout their university journey, starting from admission to the university all the way through to receiving their graduation certificate.

Therefore, we hope you will read it carefully.

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Princess Nourah bint Abdulrahman University
University Vice Rectorate For Academi Affairs
Deanship of Admission and Registration



Academic Terms





Academic Terms

Study plan: A set of compulsory A set of mandatory, elective, and free courses that form the total units required for graduation, which a student must successfully complete to obtain the degree in the specified major.

Semester Grade Point Average (GPA): The total points a student has earned, divided by the total credit hours assigned for all courses taken in a given semester, level, or an academic year. The points are calculated by multiplying the credit hour by the grade weight in each course.

Cumulative Grade Point Average (GPA): The total points a student has earned in all courses taken since enrolling at the University, divided by the total number of credit hours assigned for these courses.

Course load: The total number of credit units a student is allowed to register for in a study level, semester, or full academic year.

Exceptional Opportunity: The duration permitted to complete the graduation requirements after the end of the standard study period.



Academic Terms

Deferment of Study: When a student does not register for any courses during an academic semester or academic year, in accordance with the relevant executive rules. This deferral period is included in the maximum period of study.

Withdrawal from Studies: A student's discontinuation of all registered courses during a semester, summer semester, or academic year, in accordance with the Executive Rules. The period of withdrawal shall be counted toward the duration permitted for graduation.

Withdrawal from a Course: A student's discontinuation of one or more courses during a semester, a summer semester, or an academic year. A grade of "Withdrawn with Permission" (W) is recorded for the course(s), according to the Executive Rules.

Suspension of Study: The suspension of a student from their studies for an academic semester or academic year, based on the regulations and executive rules governing study and examinations. This period is not included in the maximum period of study.

Denied entry: Denying a student from taking the final examination due to their attendance in lectures or practical sessions falling below the minimum required percentage, as defined by the regulations and executive rules.





Academic Terms

Enrolment Termination: A student whose enrolment is terminated by the university for one or more semesters prior to completing the program due to reasons stated in the study and examination regulations and their executive rules.

Academic Excellence: A student can be awarded academic excellence at the end of each academic year if her semester GPA is no less than (4.50) for two consecutive semesters within that year, and the number of credited hours used to calculate the GPA is no less than (12) credit hours for each of those two consecutive semesters. (This requirement excludes study plans where the course load is lower than the specified minimum).

Academic Alert: A notice issued to the student to prevent her from reaching an academic warning. A student is issued an academic alert in one of the following cases:

A. If the student's Semester GPA is from (1) to (2.50).

B. If the student's Cumulative GPA is from (2) to less than (2.50). Students in the Colleges of Medicine and Dentistry will receive an academic alert if their Cumulative GPA is from (2.5) to less than (3).

Academic Warning: A notice issued to a student whose cumulative GPA falls below the minimum requirement specified in the Executive Rules.





Academic Terms

Academic Dismissal: The cancellation of a student's registration due to receiving a specified number of academic warnings, exceeding the maximum standard study duration, or both, as defined by the Executive Rules.

Disciplinary Dismissal: The permanent removal of a student from the University due to a disciplinary decision issued by the competent authority, in accordance with the University's Rules of Student Conduct and Discipline.

Core Course: A course that the student is required to study as part of her study plan.

Elective Course: A course that the student chooses to take from the set of elective courses in her study plan.

University Requirements: Specific courses with a defined number of approved credit units that university students must study as part of their study plan.

College Requirements: Specific courses with a defined number of approved credit units that college students must study as part of their study plan.





Academic Terms

Program Requirements: Specific courses with a defined number of approved credit units that program students must study as part of their study plan.

Prerequisite Requirements: A requirement that must be met before being able to register for the course, which may include the requirement of the student passing one or several courses or credit units.

Co-Requisite Requirements: A requirement that must be met before being able to register for the course, which may include the requirement of concurrent registration for one or several courses or study units.

Withdrawal from the University: A student who ends her studies at the university before completing her academic program, based on her request.





Academic Advisor Responsibilities

- Ensuring all academic advisor data (contact details and office hours) is updated and clearly displayed on the advisor's profile page in the University's academic portal.
- Adhering to all scheduled advising hours (whether in-person or virtual) and clearly outlining the session procedures, such as the requirement for students to book consultation appointments.
- Responding to student inquiries and directing them to the appropriate specialized services (psychological counseling, social services, etc).
- Handling academic consultations from students regarding registration procedures, including adding or dropping courses, course equivalency, and course withdrawal.
- Following up with academically struggling students and guiding them to overcome their academic difficulties.
- Monitoring student cases confidentially via the Banner System and reporting any academic concerns to the department's academic advising coordinator.
- Providing appropriate academic advising to students and offering targeted support to help them overcome academic difficulties.
- Guiding students to understand their academic standing and plan effectively for their academic future.
- Assisting students in preparing their course schedules.





Student Responsibilities in Academic Advising

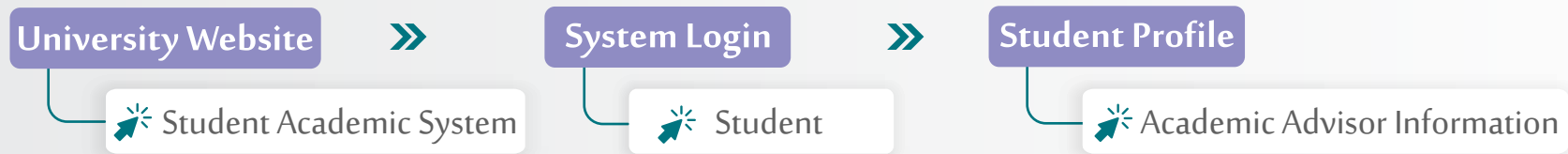
- Communicating and meeting with the academic advisor regularly, particularly at the beginning of the semester and during the early registration and add/drop periods. This ensures assistance in preparing schedules and selecting appropriate courses according to the study plan.
- Consulting the academic advisor to develop an alternative study plan if circumstances arise such as failing a course, withdrawal, deferment, or changing majors.
- Reviewing the [Undergraduate Study and Examination Regulations and their executive rules at Princess Nourah bint Abdulrahman University.](#)
- Reviewing the study plan and all academic program requirements.
- Following the study plan and registering for courses according to their specified levels.
- Monitoring the academic calendar to ensure that requests for academic procedures are submitted within the designated deadlines.
- Regularly checking the official university email.
- Students expecting to graduate must ensure all program requirements are met through the [Certificate Assessment.](#)



How Can You Identify Your Academic Advisor?

- An academic advisor is assigned to every student starting from the beginning of the semester.
- You can identify your academic advisor and find their contact information through the Banner Self-Service portal on the Student Academic System.

To access the Banner Self-Service portal on the Student Academic System, please follow these steps:



ملف الطالب - نوال بنت محمد

الوضع: مستقر، ابتداء من الفصل الأول 1445 هـ

نصل الدراسي: الفصل الثاني 1445 هـ

ملاحظات: 0

معلومات الطالب

معلومات السيرة الذاتية

معلومات عامة

المرحلة:

المستوى:

الحالة:

أول فصل دراسي تم حضوره:

فصل القبول بالجامعة:

آخر فصل دراسي تم حضوره:

Advisor Name

غفران صالح

المارشون الأكاديميون

رئيسي/ المرشد الأكاديمي

نوال بنت محمد بن فیلان الحیابی القحطانی



Note:

If the academic advisor's information does not appear on the Banner academic system, or if you are unable to contact her, please reach out to the Academic Advising Coordinator in your department.

Means Of Communication With The Academic Advisor



Direct communication
in the office during
office hours



University Email



The Banner Self-Service
Messages

Communication With The Academic Advisor Via Banner Self-Service Messages

الإرشاد • البحث عن طالب إرشاد • ملف الطالب

ملف الطالب - نوال بنت محمد

الساعات | الوضع: مستقر، ابتداء من الفصل الأول 1445هـ | الفصل الدراسي: الفصل الثاني 1445هـ

معلومات الطالب ملاحظات: 0

الترتيب

نوال بنت محمد بن قبان الحبيبي الفحطاني

الخطة الدراسية والمقررات

المؤهل التعليمي السابق والاختبار

روابط إضافية

تقييم الشهادة

بيان الدرجات

نشر الملاحظة

نوع الاتصال

نوع الاتصال

الرد ببيريد إلكتروني

الرد برسالة

مقابلة

6

7

الإرشاد • البحث عن طالب إرشاد • ملف الطالب

ملف الطالب - نوال بنت محمد

الساعات | الوضع: مستقر، ابتداء من الفصل الأول 1445هـ | الفصل الدراسي: الفصل الثاني 1445هـ

معلومات الطالب ملاحظات: 0

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روابط إضافية

تقييم الشهادة

بيان الدرجات

نشر الملاحظة

نوع الاتصال

نوع الاتصال

أولويات التسجيل

الحضور والغياب

الخطة الدراسية

الوضع الأكاديمي

شكر وتقدير

عن المقرر الدراسي

1

2

3

4

5

Courses Registration

Students are responsible for managing their course registration through several stages:

First Period: Early Registration



The first course registration period coincides with Early Advising Week during the semester preceding the one for which the student is registering.

Second Period: Add/Drop Period



The second period for course registration takes place before the start of the semester, allowing students to register for courses they were unable to enroll in during the early registration period.

Third Period: Online Schedule Adjustment Request



The third course registration period coincides with the beginning of the semester for students who were unable to register for courses during the Add/Drop period.



Note:

Prior to the start of the semester, the Deanship of Admission and Registration automatically registers available courses for newly admitted students in their first and second levels.



Key Considerations For Course Registration

- View the degree audit report to identify the remaining courses in the study plan.
- Review your Study Plan and course flowchart to understand how courses are interconnected and to determine your registration priorities.
- Prioritize registering for lower-level courses before proceeding to higher-level ones.
- It is essential to register for failed courses first (if any) to ensure that the minimum Course Load is maintained for each semester.
- Ensure to adhere to the minimum and maximum credit hour limits for the Course Load each semester.
- Register academically struggling students for the courses.



Common Mistakes

A common mistake among students is failing to check their degree audit report until their graduation semester, only to discover that they have missed required courses. Therefore, students must check their degree audit every semester before course registration to confirm the completion of the previous semester's courses and identify all remaining requirements in their study plan.



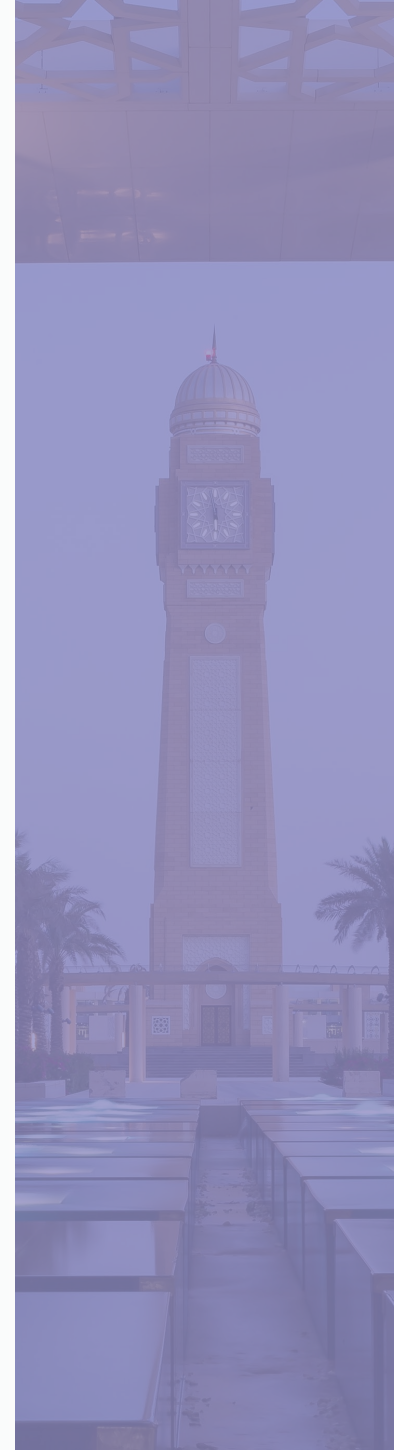


How Can Students Identify The Remaining Courses in Their Study Plan?

By the Degree Audit Tool

The Student Can Use The Degree Audit in The Banner Self-Service System To Check The Following:

- The student's passed courses and grades
- The student's remaining courses
- currently registered
- The student's equated courses
- All courses the student has taken, even those not included in her study plan



Course Load For Bachelor's/ Diploma Level

The total number of credit hours a student is permitted to register for during one semester

The minimum and maximum limits for the course load are determined by:

Bachelor's

Minimum limit:
12 credit hours
Maximum limit:
22 credit hours

Diploma

Minimum limit:
12 credit hours
Maximum limit:
18 credit hours

In the Summer Semester

The minimum limit:
2 credit hours
the maximum limit:
9 credit hours

**The minimum
course load for
a student who is
on academic
warning:**

12 credit hours

Academic Standing:

The student's academic standing is determined by her GPA for each semester and is recorded on the academic transcript. The academic standing categories are: Good Standing, Academic Alert, Academic Warning, and Academic Dismissal

Academic Standing

Level	College	Good Standing	Academic Warning	Academic Probation	Academic Dismissal
Bachelor's Degree	All colleges except Medicine and Dentistry	Cumulative GPA: From 2.5 to 5	Cumulative GPA: 2 to 2.49 Or Semester GPA: Below 2.50	Cumulative GPA: Below 2.00	If the student receives three consecutive Academic warnings.
	Medicine and Dentistry	Cumulative GPA: From 3 to 5	Cumulative GPA: 2.5 to 2.99 Or Semester GPA: Below 3.00	Cumulative GPA: Below 2.50	If the student receives two consecutive Academic warnings.
Diploma	Applied Diploma	Cumulative GPA: From 2.5 to 5	Cumulative GPA: 2 to 2.49 Or Semester GPA: Below 2.50	Cumulative GPA: Below 2.00	If the student receives two consecutive Academic warnings.



Withdrawal and Deferment

Duration of Deferment

Diploma	Bachelor's Degree
One semester only	Three non-consecutive semesters

Duration of Withdrawal

Diploma	Bachelor's Degree
Two non-consecutive semesters	Three non-consecutive semesters

Students are not permitted to request a Withdrawal or Study Deferment during their year of admission. However, the College Council may grant an exception to this rule.

Students may apply for deferral or Withdrawal for a specific level, a semester, or a full academic year.

Applications for Withdrawal or deferral for a semester must be submitted via the Self-Service portal on the Student Academic System during the period specified in the University Calendar.





Differences Between Deferment and Withdrawal For a Semester

	Deferment	Withdrawal
Similarities	For the Bachelor's degree, the duration may not exceed a maximum of three non-consecutive semesters throughout the student's enrollment at the university.	
	Students are not permitted to request a Deferral or Withdrawal during their semester of admission; however, the College Council may grant an exception to this rule.	
Differences	Diploma: Must not exceed one time only.	For the Diploma level, a Withdrawal must not exceed two non-consecutive semesters.
	Deferral requests for a semester can be submitted before the end of the second week of the start of classes.	Students may apply for a semester Withdrawal at least two weeks before the start of final exams
	Deferral can be requested before the course registration period.	To be eligible for this request, the student must be currently registered for courses.
	Semesters spent under a Deferment are not included in the Maximum Period of Study.	Semesters spent under a Withdrawal are included in the Maximum Period of Study.





Course Withdrawal

Maximum Permissible Number of Withdrawals

	Per Academic Semester	Throughout University Enrollment
Bachelor's Degree	2	5
Diploma	1	3

The minimum requirement for a Course Withdrawal during a summer semester

is one course.

- Students may apply for a Course Withdrawal for one or more courses during an academic semester, summer semester, or a full academic year, provided the request is submitted within the period specified in the University Calendar.
- Requests for a Course Withdrawal must be submitted via the Self-Service portal on the Student Academic System at least two weeks before the start of final exams, within the timeframe specified in the University Calendar
- Students are not permitted to request a Course Withdrawal for courses during their first year of admission.
- Following a Course Withdrawal, the remaining number of registered credit hours must not fall below the minimum required Course Load.





Enrolment Termination

Enrolment Termination:

A student whose enrolment is terminated by the university for one or more semesters prior to completing the program due to reasons stated in the study and examination regulations and their executive rules.

A student's enrolment shall be terminated by the University if she discontinues her studies, for a period specified by the University Council without submitting a request for postponement or withdrawal.

A full-time student is subject to enrolment termination by the University in any of the following cases:

Discontinued for non-attendance:

When a full-time student is absent from all registered courses for a continuous period of four weeks from the beginning of the semester without requesting a postponement or a withdrawal.

Discontinued for non-registration:

When a student fails to register for any courses during the registration period outlined in the academic calendar, and does not resolve her academic status by the end of the third week.

- The discontinuation period shall not be counted towards the standard duration of study.
- The enrolment of a full-time student in the Foundation Year shall be terminated if she discontinues all registered courses for the duration of one academic semester.



Re-enrolment

- | A student with a terminated enrolment may submit an online request for re-enrolment during the dates specified in the academic calendar.

- | A student who discontinued her studies is not eligible for re-enrolment in the admissions semester.

- | A student is not permitted to re-enrol more than once.

- | A student who has been academically dismissed may not be re-enrolled.

- | After re-enrolment, a student must complete her graduation requirements within the standard study period.

- | A student is not eligible for re-enrolment in the foundation year if she discontinued studies in all registered courses for a full semester.



Dismissal From The University

A student shall be subject to academic dismissal in the following cases:

Exceeding the Maximum Period of Study

If the student fails to complete the graduation requirements within a maximum period of one and a half times the original duration of the academic program.

Low GPA

If the student is placed on academic probation for a specific number of consecutive semesters due to a low cumulative GPA: three consecutive times for bachelor's degree students, or two consecutive times for diploma students.

A student in the Colleges of Medicine or Dentistry shall be subject to academic dismissal if she is placed on academic probation for two consecutive semesters (i.e., her cumulative GPA falls below 2.50).



Exceptional Opportunities To Exceed The Maximum Period Of Study

The Maximum Period of Study

is the timeframe required to complete all graduation requirements without being granted an exceptional opportunity. The upper limit for this period is calculated by adding half of the original program duration to the standard program length. Semesters involving withdrawal, transfer, disciplinary dismissal, or study as a visiting student are included within the maximum period of study. conversely, semesters of study deferment, dropping out, or study suspension are not included in this calculation.

The number of Exceptional Opportunities

Bachelor's Degree

Three Exceptional Opportunities
(Three Academic Semesters)

Diploma

Two Exceptional Opportunities
(Two Academic Semesters)

- If a student fails to complete her study plan requirements within the maximum period of study, she must apply for an exceptional opportunity.
- Applications for an exceptional opportunity must be submitted through the self-service portal on the Banner academic system during the period specified in the university calendar.
- The summer semester is not included in the calculation of an exceptional opportunity.





Internal Transfer

| Internal Transfer

- 1 From one college to another within the university.
- 2 From one department to another within the same college.
- 3 From one major to another within the same department.

| Submitting a transfer application

- Via the self-service portal (Banner academic system).
- During the period specified in the university calendar.

| Transfer controls

- The student must have completed at least one academic semester in her current major.
- Throughout her study at the university, a student is permitted to transfer only once between colleges and only once between majors within her current college.
- Bachelor's degree students are not eligible to transfer between colleges if they have completed three academic semesters, excluding semesters of study deferment, withdrawal, or dropping out.
- Diploma students are not eligible to transfer if they have completed two academic semesters, excluding semesters of study deferment, withdrawal, or dropping out.
- The student must meet the specific requirements of the major she wishes to transfer to, as determined by each college.



Visiting Student Program

A student at Princess Nourah University is eligible to enroll as a visiting student at another university, in accordance with the following regulations:

- The host university must be recommended by the Ministry of Education.
- Prior approval from the college and the Deanship of Admission and Registration.
- A student must not be under academic warning.
- The maximum duration of the visiting period shall not exceed two semesters.
- The selection of courses must be approved by the relevant department.
- Course equivalency is determined by rules originating outside the University.
- Grades for courses completed during the visiting period shall not be included in the cumulative GPA calculation.
- A student may not take more than %25 of her degree requirements (total credits) while on a visiting program.
- The Deanship of Admission and Registration must issue an official letter.
- A student must study at least two academic semesters before applying for the visiting program.

Recording Visiting Student Grades on the Academic Transcript

Pass without grade (NP ند)

A minimum grade of C+

A score ranging from 100-75

Fail without grade (NF هد)

A grade lower than C+

A score ranging from 74-60

Fail (F ه)

A grade lower than D

A score below 60

Denied Entry

- The student must attend lectures (in person or virtually) according to the instruction mode specified in the study plan.
- The student is responsible for monitoring her attendance and absence through the student records system or via reports from the course instructor.
- The student will be denied entry to the final exam if her attendance falls below %75 of the total contact hours.
- The student who is denied entry due to absences is considered to have failed the course, and a grade of "DN" will be recorded.

Course credit hours	Course contact hours	of the hours %25
1	2	8
2	3	12
3	4	15
4	5	19



Graduation

- Successful completion of all graduation requirements according to the study plan is required.
- The student's cumulative GPA upon graduation must be at least 2.00 out of 5.00 for all majors, except for medicine and dentistry, where the cumulative GPA must be at least 2.50 out of 5.00
- If the cumulative GPA falls below the minimum required for graduation, the student must take appropriate courses to raise her GPA. These courses are determined by the college board based on the recommendation of the relevant department council.

Grade	GPA
Excellent	4.5 to 5.0
Very Good	3.75 to 4.49
Good	2.75 to 3.74
Pass	2.0 to 2.74

Academic Honors	
First-Class Honors	Cumulative GPA of at least 4.75 out of 5.00
Second-Class Honors	Cumulative GPA from 4.25 to 4.74





Princess Nourah bint Abdulrahman University
University Vice Rectorate For Academi Affairs
Deanship of Admission and Registration

Guidance Highlights





Guidance Highlights

When should I submit a request for an academic procedure?

Students may view the academic calendar to check the designated periods for academic procedures. Requests must be submitted within the specified timeframe in the academic calendar and cannot be accepted once the deadline has passed.

What is the minimum number of credit hours that can be registered in a single academic semester?

The minimum course load for an academic semester is 12 credit hours.

Is a student expected to graduate permitted to register for more than the maximum course load (22 credit hours)?

The deanship of admission and registration, based on the recommendation of the student's college, may increase the maximum course load for a student expected to graduate within her final two academic semesters to a maximum of 24 credit hours. This increase must not conflict with the required number of hours for the study level, academic semester, or academic year.

Is a student allowed to withdraw from courses during their admission year?

A student is not permitted to withdraw during their admission year; however, the College Board may grant an exception to this rule.





Guidance Highlights

I would like to withdraw from studying this semester what should I do?

You can submit a withdrawal request through the self-service portal according to the dates specified in the academic calendar.

How many times is a student permitted to withdraw during her studies at the university?

For Bachelor's degree: Three non-consecutive academic semesters. For Diploma: Two non-consecutive academic semesters.

Are withdrawal semesters counted within the regular duration of study?

Yes, withdrawal semesters are counted as part of the time required to complete graduation requirements.

Is a student allowed to withdraw from more than one course in a single semester?

A student is not permitted to withdraw during their admission year; however, the College Board may grant an exception to this rule.

Should I continue attending lectures even after submitting a course withdrawal request?

You must continue attending lectures and avoid being absent after submitting the request until the withdrawal request has been officially accepted.





Guidance Highlights

Are deferment semesters counted within the duration required to complete graduation requirements?

The deferment period is not counted as part of the time required to complete graduation requirements.

Can I request to change my major after being assigned to a college or department?

Yes, a student can transfer from one college to another within the university, from one department to another within the same college, and from one major to another within the same department, in accordance with the regulations approved by the University Council.

What should I do before starting my graduation semester?

Ensure that all course requirements have been met according to the study plan by checking the certificate assessment in the academic system (Banner).

How do you know which courses are remaining in your study plan?

A student can view the remaining courses in her study plan through the certificate assessment.





Certificate assessment



Withdrawal from the university



Course withdrawal



Re-admission



Study and Examination Regulations for the Undergraduate Level and its Executive Rules



Academic advising service guides



Early registration



Transfer



Deferral



Dropping out



Student self-service guide for the Banner academic system



Exceptional opportunities to exceed the maximum period of study



Add/Drop



Mechanism for submitting electronic schedule adjustment requests via the Banner academic system



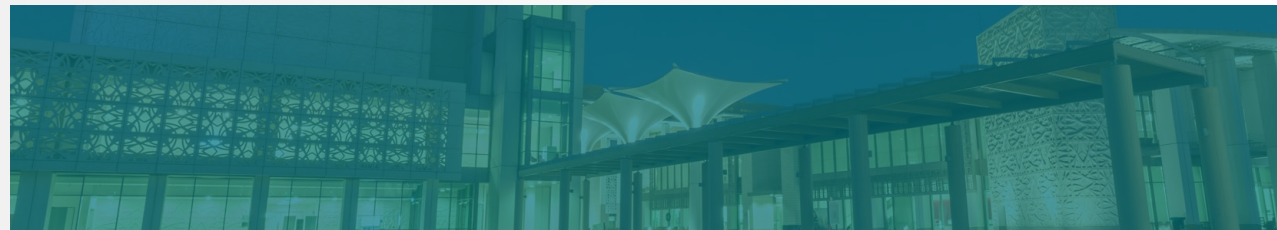
Course registration mechanism (Add/Drop)



Forms



Academic dismissal





Contact Information For The Deanship Of Admission and Registration Departments

Department	Email	Department	Email
Registration and Technical Support	dar-reg@pnu.edu.sa	Scholarships Department	dsa_scholar@pnu.edu.sa
Online Registration	dar-py@pnu.edu.sa	Admission	dar-ad@pnu.edu.sa
Registration Department (course withdrawal)	dar-py@pnu.edu.sa	Rewards	dsa_rewards@pnu.edu.sa
Registration Department (allocation)	pys@pnu.edu.sa	Documents	dar-certificates@pnu.edu.sa
Support and Assistance Administration	dar@pnu.edu.sa	University ID	dar-Photography@pnu.edu.sa
Academic Advising Affairs Unit	dar-a-a@pnu.edu.sa	Administrative and Financial Affairs Unit	dar-accounting@pnu.edu.sa

Academic Services Department

Visiting Services for PNU Students	dar-examination@pnu.edu.sa	Semester Withdrawal Study Postponement	dar-drop@pnu.edu.sa
Internal Transfer	transfer@pnu.edu.sa	Exceptional Opportunity	dar-it@pnu.edu.sa
Re-enrolment	dar-dismiss@pnu.edu.sa	Visiting Services for External Students	admission-as@pnu.edu.sa
(External Transfer)	dar-eq@pnu.edu.sa		





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We wish you the best of luck

