جامعـة الأميـرة نـورة بنت عبدالرحمن
Princess Nourah bint Abdulrahman University

Registration and Schedule Guidelines

College of Engineering

تقدم هذه الوثيقة الدليل الاجرائي لوحدة التسجيل والجداول لمنسوبي الكلية من أعضاء الهيئة التعليمية والإدارية في كلية الهندسة في
جامعة الأميرة نورة بنت عبد الرحمن.

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Introduction

The academic schedule is the base of the education plan. A stable and organized schedule leads to a systematic and efficient educational process, minimizing the chances of mistakes. To achieve this, there must be integration and cooperation among department members, those responsible for preparing the schedule, and effective coordination with the college and the Admissions and Registration Deanship.

This guide aims to clarify the specific steps that need to be followed to manage academic schedules, as well as to explain the necessary procedures to ensure the smooth operation of the educational process in all its aspects, including curricula, students, and faculty members. The guide also outlines the essential steps to be taken before preparing the academic schedule and details the information needed for the responsible party to gather and prepare.

Steps of Building an Academic Schedule:

Planning

Building Scheduel Steps

Design

Registration

Entry
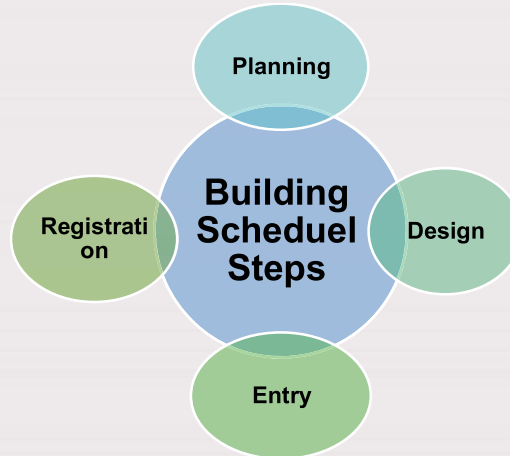
The process of building the academic schedule is a cycle that begins with planning and ends with development. In this guide, we will cover the stages carried out by the academic department, which include planning, design, input, and registration.

First: Planning:

Before starting the planning process, it is important for each college to have a committee dedicated to schedules. This committee is responsible for outlining the general framework of the schedule, with each academic department working individually.

Planning is the first and most important stage of building the academic schedule, so the department must give significant importance to the planning process for the upcoming semester's schedule and begin working on it early.

Planning the academic schedule involves collecting the primary data needed by the schedule preparer: gathering resources and identifying needs. There are three essential resources.

Resource Inventory:

1-Human Resources:

The human resources that need to be inventoried in preparation for scheduling include all faculty members and those equivalent in the department.

Teacher name	Specialization	Academic Rank	Academic Degree	ID Number	Teaching Load

2-Spatial Resources:

The spatial resources include classrooms, laboratories, and training rooms available to the department. The role of the schedule preparer during the planning stage is to list these in a table showing the maximum capacity and the name of each room. Additionally, the preparer must adhere to filling out the approved form available on the Deanship of Admission and Registration website (under the colleges icon).

Room Type	Room NO.	Building NO.	Capacity
Classroom	0.201	Building (1.5.0)	100 Students
Laboratory	1.1002	College of Science	25 Students
Computer Lab	0.203	Building (1.5.0)	24 Students

3-Needs Assessment:

The needs assessment stage is a critical phase that relies on statistical data from the department. In this stage, the courses that need to open sections are identified, along with the number of sections required for each course. To complete this stage effectively, the schedule preparer must gather the following statistics from their approved sources:
1. The regulations approved by the university's Deanship of Admission and Registration for opening sections.
2. The department's academic plan.
3. The number of students in each academic level according to the plan.
4. The number of new students.
5. The number of students expected to transfer in and out of the department.
6. A report on the remaining courses from the academic system for students expected to graduate.
7. A list of courses taught outside the department.

Academic Advisor's Responsibilities Affecting the Quality of the Academic Schedule:

1. Studying the students' needs for courses for the upcoming semester and informing the schedule preparation committee, especially for graduation courses and courses with low passing rates.
2. Providing continuous support and assistance to students in choosing the best schedule that helps them graduate in the shortest possible time.

Second: Design:

1. Once the necessary statistics are gathered to determine the number of sections to be opened, the number of courses in the plan, and the available human and material resources, the schedule is then finalized. This stage outlines the preliminary framework for what the schedule should look like in accordance with the regulations for preparing academic schedules.
2. The course code, name, and the number of contact hours (theoretical-practical-training) must match what is stated in the academic plan.
3. Theoretical and practical (exercises) lectures for a course should not be on the same day and consecutively, except with clear and convincing justification provided by the department.
4. Opening all courses for the level as listed in the academic plan without any conflicts.
5. Ensuring the inclusion of the instructor's name, building, and room number in the academic schedule.
6. Adhering to the regulations for opening sections for general course requirements.

Third: Entry and Registration:

The third and fourth stages of schedule preparation are the input and registration stages. This involves transferring the department-approved schedule into the academic system (BANNER). This task is performed by the college registrars who have the authority to prepare schedules in the academic system.

BANNER Academic System and Linking Sections to Faculty Members:

The academic system and the process of linking sections to faculty members are crucial components of the university environment, enabling students to register for their courses. This task is performed by the college registrars who have the authority to prepare schedules in the academic system.

Forms

Contacts

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