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# Student Admission and Registration Manual

Version 2  
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The Health Sector is one of the cornerstones of societies, and it reflects how civilized and scientifically progressed a society is. To that end, the College of Health and Rehabilitation Sciences was established to prepare qualified cadres scientifically and professionally in the field of Health and Rehabilitation Sciences. The college aims at meeting society's needs in this field and affirming its role in society's development alongside the rest of the sciences and specializations.

The College of Health and Rehabilitation Sciences was established in 1429 H under the name "College of Physiotherapy" with only one program, which was the Physiotherapy program. After that, the college was restructured in 1433\1434 H, and it was renamed from "College of Physiotherapy" to "College of Health and Rehabilitation Sciences". The college offers 13 programs under four main departments, which are:

### **Department of Rehabilitation Sciences**

- Doctor of Physical Therapy Program.
- Occupational Therapy Program.
- Respiratory care Program.

### **Department of Health Sciences**

- Clinical Nutrition program.
- Epidemiology program.
- Health Education program.
- Clinical Psychology program.

### **Department of Radiological Sciences**

- Radiation Program
- Diagnostic imaging Program
- Nuclear Medicine Technology Program.
- Ultrasound Program.

# Department of Health Communication Sciences

- Audiology and Balance Program
- Speech and Swallowing Disorders program.

All programs are awarding a Bachelor of Science degree based on the specialty for each program. The program presents this handbook to the students as a guide to provide them with important information and answers to their questions about the admission and registration.

## College Vision

Be a beacon in knowledge building that contribute to sustainable health development.

## College Mission

Prepare competent cadres, qualified in the levels of knowledge, profession, and research by the latest standards for the development of health care and community service.

## College Goals

1. Qualify specialized cadres in the fields of health and rehabilitation sciences capable of professional practice according to the latest standards.
2. Promote education, continuous learning, and innovation according to modern technology
3. Produce research in the field of healthcare that contribute to the application of evidence-based practice.
4. Contribute effectively to improving the community's health and quality of life in collaboration with relevant sectors.

## Important Definitions

- Academic year: The academic year is divided into two or more semesters and a summer course if any.
- Academic semester: Not less than 12 weeks, registration and final exam weeks are not included.
- Academic level: It is based on the total number of courses completed.
- Study Plan: It is a collection of obligatory academic courses and elective courses which are needed to meet the course requirements to get the degree.
- Course: A course within the approved study plan in each major, and each course shall have a number, code, name, and description.
- College Requirements: The common courses between the college departments.
- University prerequisites: The courses that are taught in all colleges.
- Credit: A weekly lecture with a duration of no less than fifty minutes, or a practical or field lesson with a duration of no less than one hundred minutes.

## The period for the programs

1. The foundation year is counted with the student academic years.
2. Withdrawal of a courses counted with the total academic years.
3. Internship year is counted with the academic years.
4. Referral and leaving study semesters are not counted within the total academic years.

## Admission & Registration

1. Courses are registered according to the approved study plans, gradually from the lowest levels to the highest.

2. All courses of the preparatory year are compulsory, and the Deanship of Admission and Registration register them automatically. Students not allowed excluding or adding courses through this year.

3. Students who do not pass the exams will be allowed to register for courses if they have a minimum academic load. In addition, the following must apply:

- No course timing conflict within the academic schedule.
- Fulfilling the previous requirements of the course or courses to be registered.
- Registering courses from the higher levels is only permitted when there is a need to complete the minimum credit hours.

4. The student will re-study courses that did not pass according to the following terms:

- If the student did not pass some courses -less than the minimum number of academic units- the student is obliged to re-study the courses with additional courses from the higher levels according to the following:

- The course registration should be according to the schedules and the study plan (previous or concurrent requirements).
- The student who did not pass can register in higher levels, but the GPA shall not fall below the minimum limit.

5. When the student cannot register the credit for the next academic level (due to opposition or failure to complete the previous requirement or to complete all the courses of that level), she completes her credits from following permissible levels, and if her credits cannot be completed after that, the registered credits are considered enough even if they were below the minimum.

6. The student may amend her academic schedule by adding during the first week of study in the semester, or dropping during the first two weeks of the beginning of the semester, considering the following:

- Exceeding the maximum and minimum academic load limits is not allowed for registration.
- If the student wants to drop a credit that is accompanying the prerequisite, the student is entitled to drop the two credits together or keep them together.
- No opposition in schedules and final exams period.

## **Withdrawal with Excuse, Re-enrolment, and Dismissing**

### **➤ Withdrawal with an excuse:**

1. A student may present an excuse for not continuing the academic semester without failing, if she provides an acceptable excuse to the Student Cases Study Committee in the Admission and Registration Deanship at the end of the tenth week as a maximum.

2. The excused semester must not exceed two consecutive semesters or three non-consecutive semesters as a maximum throughout her total academic years.

3. A student may withdraw with an excuse from one to five courses at most during the period of her studies at the university, if the excuse does not exceed the tenth week of the academic semester and does not exceed two courses per semester.

## ➤ **Withdraw and Re-enrolment**

### ***First: Withdrawal:***

1. The student is considered withdrawing if she is absent from attending all semester courses, or after attending three weeks at most from the start of the semester and then continuously interrupting it.

2. The course instructor presents the names of students who have dropped out since the beginning of the semester without requesting a postponement or an excuse to the head of the department no later than the ninth week.

3. In the tenth week of the academic semester, before the start of the examinations, the College Council shall fold the enrollment of students who drop out of college, and hereby submit to the Deanship of Admission and Registration.

4. The enrollment of the external student shall be folded if she is absent from all final written exams without an acceptable excuse.

5. The student is not withdrawing from the courses she studies as a visiting student at another university.

### ***Second: re-enrollment***

1. The student whose registration is folded could apply for re-enrollment to the Deanship of Admission and Registration, three weeks before the start of the semester in which she wishes to register, according to the following:

2. To apply for re-enrollment within four semesters from the date the enrollment is terminated.

3. Agreement of the relevant faculty council and the relevant authorities to re-enroll the student.

4. The student may not be re-enrollment more than once, and the University Council - in case of necessity - may exclude them from that.

5. It is not permissible to be re-enrolled if the student is dismissed academically.

### ***-Re-enrollment conditions after four semesters:***

-If the student's enrollment has passed for four semesters or more or two academic years or more for the colleges that apply the year system, the matter will be presented to the university council to consider re-enrolling her academic case before dropping out according to the following terms:

1. The student's withdrawal should be with a compulsive excuse.
2. The drop-out period shall not exceed nine semesters
3. The student must have passed 50% of the credits of the study plan.
4. The student cumulative average should not be less than (2) out of (5).
5. The student must not have joined during the drop-out period with another university and has been dismissed from academically or disciplinary.
6. The approval of the College Council and the relevant department to re-enroll the student dismissal from the university.

### **Academic Suspension from the university**

The student is academically suspended from the university in one of the following conditions:

- If she gets three consecutive academic warnings and her GPA is less than the minimum (2 out of 5).
- If the graduation requirements are not fulfilled within a period not exceeding half of the period prescribed for graduation, in addition to the duration of the program.



In exceptional cases, the University Council may address the situations of students to whom the provisions of the previous two terms apply, by giving them an exceptional opportunity that does not exceed two semesters at most.

Approved by: College Council	College Council meeting number: 26.1445H
Date	29 April 2024
College Dean with signature	Dr.Hadeel Alsalih 

