



وزارة التعليم
Ministry of Education



جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

College of Engineering and Computer Science

Computer Engineering Program

Admission and Registration Manual

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MUSTAQBAL UNIVERSITY
COLLEGE OF ENGINEERING AND COMPUTER SCIENCE
COMPUTER ENGINEERING PROGRAM

Admission and Registration Manual, 2022

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College Vision

A nationally distinguished college in education and community partnership in the fields of engineering and computer science.

College Mission

Providing distinguished education and enhancing the skill side in the fields of engineering and computer science, to prepare qualified graduates with skills and knowledge and to ensure their equipment to meet the changing demands of the labor market and society, through the development of technologies and innovation.

College Objectives

1. Providing distinguished education that contributes to achieving economic development and meets the requirements of the public and private sectors.
2. Preparing distinguished graduates in terms of knowledge and skill in the fields of engineering and computer science who are able to successfully engage in various fields of work.
3. Preparing graduates capable of developing their skills and pursuing higher education.
4. Preparing graduates capable of serving the community and meeting its needs.
5. Preparing graduates capable of leadership in various areas of professional life.

Department Vision

To become a national leader in providing high quality education in the area of computer engineering and computer network.

Department Mission

To excel in embracing knowledge and continuing education; to be recognized as a program that offers one of the best programs in computer engineering and computer network; to provide an environment in which students are given the essential resources to address and solve real-world problems; and to promote active learning, critical thinking, and engineering judgment. In addition, offering internship, co-op and continuing education programs that produce graduates for the highest paid jobs.

Educational Objectives

Providing distinguished education that contributes to:

1. Demonstrate success in the professional practice of computer and network engineering by interacting with members of professional teams in industry, government, and other organizations.
2. Keep students' professional knowledge updated through continuously learning new concepts and identifying the new directions in areas of computer engineering and network engineering.
3. Have good manners in their professional environment and develop skills to enhance the state of their practice in a dynamic professional environment.

1 Introduction

The Admission and Registration Unit facilitates students' admission and registration procedures at the University of Mustaqbal. Admission and registration grant the student the ability to accept and register for the course using an electronic platform available to the student on the University's website. The Admissions and Registration Unit maintain the privacy and confidentiality of student information. The University Council decides the admission rules in the faculties based on the recommendations of the college councils. The University Council approves every year the number of students accepted in each college. The applicant must fulfill the requirements for admission to a Bachelor's program at Mustaqbal University.

2 Admission Conditions

The university requirements for admission for new students are:

- To have a high school certificate or its equivalent inside the Kingdom or from outside it.
- Must pass any test or interview that the university council deems appropriate.
- To be medically fit.
- To fulfill any other conditions determined by the university council and announces the application time.

3 Required Documents for New Students

- The original secondary certificate.
- Certificate of good conduct and behavior (if any) a copy proof of identity (card/Iqama) "passport copy.
- A copy of the aptitude test result.
- A copy of the achievement test result.
- Medical examination, from the University.
- For males: four personal photos, white background. To complete the registration, the registration fees are paid, and the university number or the full-term fees are obtained for those who want a special discount.

4 Academic Regulations

4.1 Academic Terms

- **University year:** A period of time determined by the Ministry of Education in the Kingdom of Saudi Arabia, starting from the first semester until the end of the second semester of the academic year, with its first and second semesters.
- **Student's university number:** A number indicating the academic year in which the student was registered and the semester in which he joined. In addition to the student's serial number.
- **Academic year:** Two main semesters and a summer semester, if any. classroom A period of time not less than fourteen weeks during which the academic courses are taught, and not involved in the registration period and the final exams.
- **Summer classroom:** A period of time that does not exceed eight weeks and does not include the registration and examination periods. The credit hours are doubled one week for each course.
- **Study plan:** It is a set of compulsory, elective, and free courses, of which the total units constitute the graduation requirements that the student must successfully pass to obtain the academic degree in the specified specialization.
- **Curriculum:** A course subject within the approved study plan in each major (program). Each course has a number, a symbol, a name, and a detailed description of its vocabulary that distinguishes it in terms of content and level from other courses. Some courses may have a requirement, prerequisites, or concurrent with it.
- **Student Academic Record:** A statement showing the courses that the student has successfully passed or equivalency in the sequence of semesters. It also shows the semester average and cumulative average for each semester.
- **University requirements:** The set of subjects that the University approves to teach to all its students.
- **College requirements:** A set of subjects studied by all college students of different specializations.
- **Specialization requirements:** A group of subjects belonging to one field of science and human knowledge which are studied only by students of one major in the college.
- **Academic Guide:** A faculty member selected to guide and direct the student in the guide registration process in each semester and follow up on his academic affairs during his guidance.

- **Drag and Drop:** The process of deleting, adding, or changing certain people or dates for one or more courses. Drag and drop.
- **Quarterly Rate:** The result of dividing the total points obtained by the student by the total units for all courses the student studied in a semester, and the points are calculated by multiplying the average.
- **Cumulative Rate:** The result of dividing the total points obtained by the student in all courses that he averaged since joining the University by the total units prescribed for those courses.
- **Academic Notice:** Notice to a student because his cumulative average is below the minimum. This is according to the study and examination regulations for Mustaqbal University.
- **Scholastic Load:** The total number of academic units in which a student is allowed to register in a semester, and the maximum and minimum limits for the study load are determined according to the rules of the study regulations and exams for the University of Mustaqbal.
- **Indicative Plan:** A chart showing the courses that the student has passed, the remaining courses, and the courses of the equivalency plan, listing the levels, to be viewed through the student's account.
- **Incompatibility:** Register for two different courses at the same date. prerequisite A course that must be passed as a condition for registering the course to which it is related.
- **Concurrent requirement:** A course that must be registered at the same time as the course to which it is related. Denial Denying the student from entering the final exam if his attendance is less than 75%.
- **Apologies for a semester:** An apology request to be submitted to the Dean of the college for continuing to study for a semester or summer semester following the regulations.
- **Apologizing for a course:** An apology for continuing to study a course following the regulations.
- **Apologies for a semester:** A semester postponement request was submitted to the Dean of the college to postpone a semester according to the regulations for postponing a semester.
- **Student registration:** A regular student drops out of study for a semester without an apology or deferred termination.

- **Re-Enroll:** Re-enroll the student who dropped out with his number and record before the dropout, in accordance with the regulations.
- **Academic probation:** A student is given academic probation if his GPA drops below (2) out of 5
- **Dismissal from the University:** Expulsion of the student from the University if he receives three consecutive academic warnings or does not complete graduation requirements within a maximum period of half the period prescribed for his graduation throughout the programmer.

5 Academic Guidance

5.1 Academic Guidance steps

1. The student is considered to be the first step in academic guidance through his knowledge of the University's study rules and regulations, his full knowledge of his specialization, his commitment to attending lectures and examinations on time, and above all, his keenness to obtain the desired knowledge following the objectives of the course.
2. The teacher of the course has an effective role in the guidance of the academic process by monitoring the academic evolution of the level of students, as well as follow-up student attendance continuously, pursue their education, and work to attract students to take advantage of office hours and communicate with the academic advisor in the event of failure of any of the students.
3. The academic advisor is the basic building block in the academic guidance process. It is considered the link between the student and the support and guidance unit through the implementation of the tasks entrusted to him.
4. The Support and Guidance Unit is the link between the college students through academic advisors and the college administration, through the collection, study, and analysis of all relevant information for guiding students, such as guidance cases, monthly guidance reports, excuses submitted by students, and any other forms that are prepared by the unit. The final recommendations are submitted to the Dean of the College, and a decision is taken after presenting them to the college council.
5. The College Council is the last link in the academic guidance process, through which the recommendations of the guidance unit are studied and discussed and then take the appropriate decision.

5.2 Important steps for the student to activate the academic guidance process

- Knowing the academic advisor.
- Knowing the office hours of the academic advisor.
- Set an appropriate date to meet the academic advisor. It is agreed upon between the student and the advisor.
- Prepare a list of questions and topics for discussion with the mentor before the agreed-upon meeting date. Continuous contact with his academic advisor.
- Communicate with the academic advisor if a situation prevents him from attending lectures or exams.
- Commitment to perform homework and short exams in every course.
- Exploiting the office hours of the faculty members effectively to obtain the desired amount of knowledge
- The necessity of creating a guidance file for the student to save everything related to his guidance.

5.3 The role of the course professor to activate the academic guidance process

- Follow up on students' absence regularly and report to the academic advisor if the student is absent repeatedly throughout the course.
- Follow-up of students who fail academically through communicating and informing the academic advisor
- Follow-up of distinguished and talented students through communicating with academic advisor and informing him/her.
- Activate office hours and attract students to take advantage of it.
- Fill out the forms for stumbling students and talented students and send them to the support unit and guidance.

6 Academic Procedures

6.1 Conditions of Deletion

1. The number of academic hours in one semester shall not be less than the minimum academic load (12 credit hours) and not exceed the maximum limit (20 credit hours) in proportion to the student's cumulative average following the controls and regulations for graduation, and for those who are expected to graduate will register 24 credit hours of the semester (12 credit hours for the semester). This is following the rules and regulations.
2. If the course to be deleted is an accompanying requirement with another course; the student does not have the right to delete unless he deletes the two courses together.

6.2 Addition Conditions

1. There is no conflict in the student's schedule.
2. That the course be within the study plan or added according to the free hours.
3. Pass the previous academic requirement or register accompanying requirement.
4. Not to exceed the maximum limit of the study load for the student.
5. Not to add a course that has already been passed, and not to add a course whose registration exceeds the total number of hours of the study plan, except in cases of exceptional, according to the

6.3 Course Registration

- Fill out the registration form for each student before the registration date.
- Choosing the appropriate courses and the total hours to be recorded in proportion to the student's cumulative average.
- Using the list of academic specialization courses in the study plan during the selection of courses, as the student will not be allowed to register for a course he did not pass in the previous requirement.
- Knowing the minimum and maximum limits of the accredited hours, the student is allowed to register in his current situation (student study load).
- Providing the student with the most accredited academic calendar.
- Confirmation of lecture dates and locations.
- Ensure that there are no conflicts in the student's schedule.

6.4 Deletion and Addition

A student can amend his/her registration through the electronic portal by adding and deleting courses. The specified period, according to the following controls:

6.5 Apologizing for a Semester or Course

The academic advisor explains the mechanism for the student to apologize for a semester or a course of study and its impact on the student's study plan. This is within the following controls:

- A student may apologize for continuing to study a semester or summer semester without being considered failing in the courses registered for him. The excused period shall be calculated within the time limit to complete graduation requirements.
- The student must submit an apology request according to the academic calendar at least one week before the start of the final exams for the semester, and each academic year.
- The apology must not be for three consecutive semesters.
- The student's registration is terminated in the event of an additional apology for more than three consecutive semesters.
- The student may apologize for continuing to study one or more academic courses and for which a grade (P) is given without being considered a failure, provided that it does not exceed the minimum study load.

6.6 Study Postponement

The academic advisor explains the mechanism for postponing studies by the student and its impact on the student's study plan within the following controls:

- The student may apply for the postponement before the end of the second week of the start of the study to the Dean of the college the student belongs to not exceed the period of postponement of two consecutive semesters or three non-consecutive semesters at the maximum length of his stay at the University, and then his enrollment is postponed.
- If the regular student drops out of study for more than a semester without any apology or postponement, this will end up the registration process.

6.7 Re-enrollment

- The academic advisor shall explain to students the mechanism for re-enrolling the student, which is subject to the following:
- To apply for re-enrollment within four semesters or less from the enrollment closure date.
- That the College Council approves the re-enrollment of the student.
- If four semesters or more have passed since the student's enrollment has been terminated, and he can apply to the University as a new student without referring to his previous academic record.
- A student may not be re-enrolled if he was academically dismissed before his/her enrollment.
- A student may not be re-enrolled if he/she does not finish 25% of graduation requirements.
- A student may not be re-enrolled more than once.
- A student who has been dismissed from the University for educational or disciplinary reasons or who has been dismissed from another university for disciplinary reasons may not be re-enrolled.

6.8 Dismissal from the University

The academic advisor explains the cases in which a student is expelled from the University, which include the following:

- If he/she receives three consecutive warnings, his cumulative average is less than 2.00 (from 5.00).
- If he/she does not complete the graduation requirements within a maximum period of half of the period prescribed for his/her graduation in addition to the duration of the program, and following the rules and regulations, an exceptional/extraordinary opportunity may be given for exemption from cancellation not to exceed twice the original period specified for graduation.

6.9 Grades and Cumulative GPA

The academic advisor explains to the student the method of calculating grades for courses. The grades obtained by the student in each course are calculated according to the following table. The college grading system is illustrated in Table 1.

Table 1: College grading system.

Grade Symbol	From	To	Grade out of 5
A+	95	100	5.00
A	90	<95	4.75
B+	85	<90	4.50
B	80	<85	4.00
C+	75	<80	3.50
C	70	<75	3.00
D+	65	<70	2.50
D	60	<65	2.00
F	0	<60	1.00

Table 2: Student Grade Point Average (GPA).

Course Credit Hours	Grade Symbol	Points	How to get GPA	Point GPA
1	B+	4.5	1x4.5	4.5
2	A	4.75	2x4.75	9.5
3	A+	5	3x5	15
4	C	3	4x3	12
5	D	2	5x2	10
6	B	4	6x4	24
21		Total		75

The student Grade Point Average (GPA) can be determined as shown in Table 2. The grade description according to GPA is shown in Table 3. The student semester GPA can be determined by dividing the total GPA by the total course credit, $75/21 = 3.57$.

Based on the university regulation, a student with a cumulative GPA of less than 2.00 is not eligible to get B. Sc. degree. So, the student with a GPA less than 2.00 in the semester will take a warning, and the student will take a dismissing condition after the third warning.

Table 3: Grade Description.

GPA	Grade Description
From 4.50 and above	Excellent
From 3.75 to less than 4.50	Very Good
From 2.75 to less than 3.75	Good
From 2.00 to less than 2.75	Pass
Less than 2.00	Fail

7 Academic Status and Graduation Requirement

7.1 Academic Status

The process of assigning academic status determines the student's performance. The academic status of each student is determined at the end of each semester. This status will appear in the text explaining the student's achievements throughout his university studies. The academic status of each student is one of the following:

1. good standing: This status is assigned to all students at the beginning of their studies. Students are expected to maintain this place until their graduation. This includes a minimum GPA of 2.00 out of 5.00 in the GPA of the student's cumulative average and the semester
2. Academic Warning: If the student's cumulative average is less than 2.00 but more than 1.0, out of 5.00 or the cumulative average for the semester is less than 2.00 out of 5.00. This status is granted after processing the final grades at the end of the regular semester.
3. Academic Probation: If the student's cumulative GPA is less than 1.0 out of 5.00, this status will be granted after final grades are processed at the end of the regular semester.
4. Interrupted: A student is suspended for at least one regular semester in any of the following two cases if:
 - (a) He was previously on probation or academic probation in a semester with a cumulative average of 1.5 semester and an academic semester average of 5.00;
 - (b) The student receives three consecutive academic warnings. The Dean of the college may allow the student to continue his studies based on the relevant recommendation of the College Board. An academic probation case might be revoked after a regular semester has elapsed from the probation date if the student received a semester and a GPA of 2.00 or higher at the end of that semester.

7.2 Equivalency of Courses

The following rules are used to equalize courses:

1. The maximum number of equivalent hours should not exceed 40% of the total number of hours accredited for the program at the University of Mustaqbal.
2. The course description to be equivalent must match any course in the program at the University.

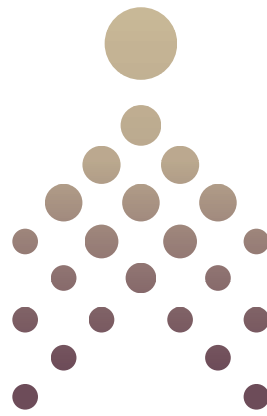
3. For the equivalency of the course, the student must pass Course from "A public university in the kingdom of Saudi Arabia."
 - (a) A private university or private colleges.
 - (b) Technical colleges.
4. The number of credit hours for equivalent courses is greater than or equal to the number of credit hours for the course in the program at the University.

7.3 Graduation Requirements

To be eligible to graduate from an undergraduate program, a student must meet the following requirements:

1. A significant GPA (of 2.00 or above on a 5.00 point scale)
2. Complete the number of credit hours required for the program at Mustaqbal University.
3. Completion of the academic and elective assignments required by the program at the University

This plan is to ensure that all graduation requirements are met. The Registrar's office at the Mustaqbal University prepares a document called a grade check for each student. A grade check is a summary of case graduation of the individual student. It contains a list of all the courses the student must complete to meet the graduation requirements of his chosen major. A degree audit indicates which of these courses have been completed, which are left to be completed, and the estimated time of graduation, given the normal course loads. In short, the Head of the Academic Department and the Registrar are jointly responsible for ensuring that all the students meet the program requirements.



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