

Registration Instructions Guide

Fall 2016

This is a guide to the registration process, not statement of policy. Please refer to the QU catalog for official regulation.

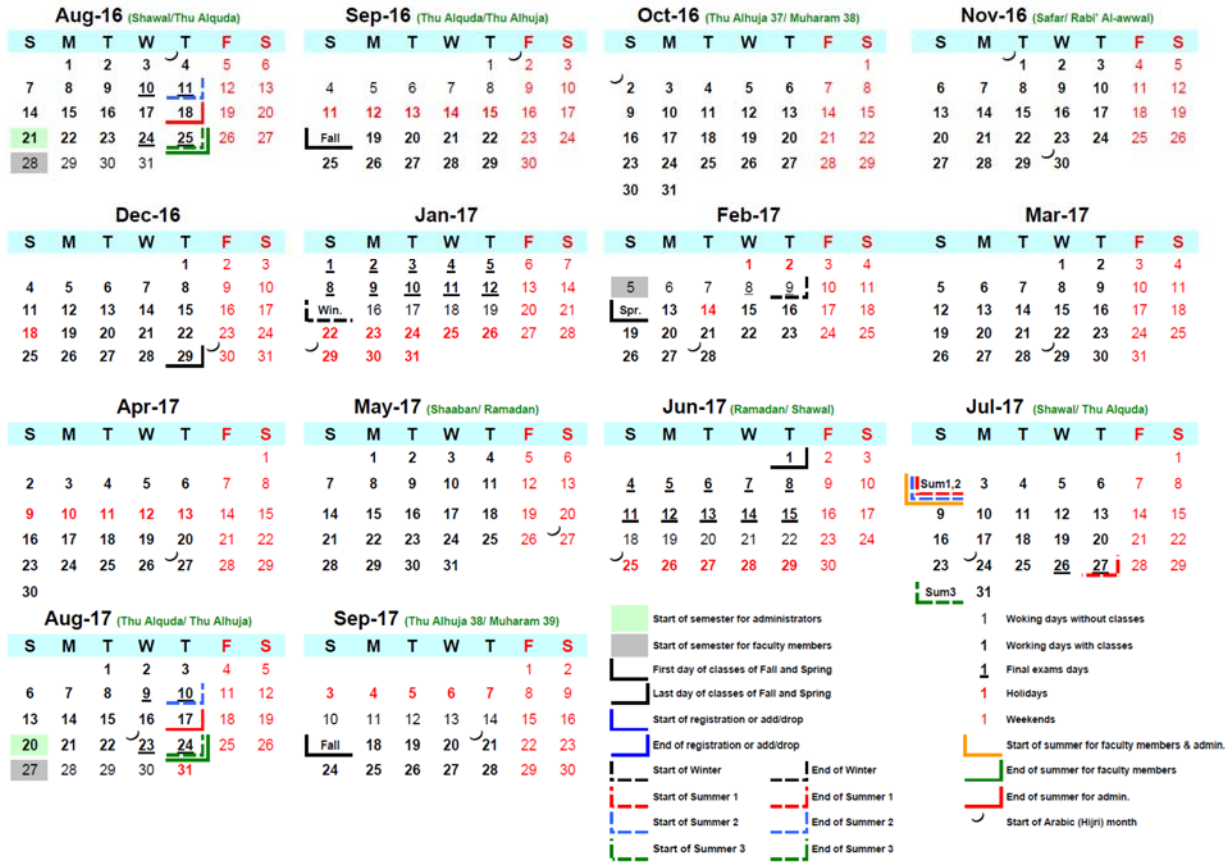
Contents

Registration Instructions Guide	1
Fall 2016	1
Academic Calendar	3
Registration Important Dates	4
Registration	4
Tuition fees	5
Foundation and Undergraduate Level.....	5
First: For all Undergraduate and Foundation Program students admitted starting from Fall 2015 and onward	5
College of Medicine Tuition Fees.....	6
Third: For all Undergraduate and Foundation Program students admitted prior to Fall 2009.....	7
Graduate Level.....	8
Tuition Exemption	8
Tuition Fees Refund Policy.....	9
Paying Fees	9
Registration Hold	9
Academic Load	10
Withdrawal or Leave of Absence from the Semester.....	11
Leave of absence from semester:.....	11
Withdraw from the semester	11
Undergraduate Level Policies:	11
Graduate Level Policies:.....	11
Lecture Locations	12

Men Campus Buildings: **Error! Bookmark not defined.**
Academic Advisors **Error! Bookmark not defined.**
Associate Dean Contact Information 19

Academic Calendar

Qatar University - Academic Calendar for 2016-2017



For the Detailed Academic Calendar Please visit the following website:

<http://www.qu.edu.qa/calendar>

Registration Important Dates:

Date	Day	Event
08 May 2016	Sunday	Start of Early Registration
18 September 2016	Sunday	First day of Classes (Fall 2016)
22 September 2016	Thursday	End of the add and drop period, and end of registration for new students for (Fall 2016)
10 November 2016	Thursday	Last day to withdraw from a course (Fall 2016)
24 November 2016	Thursday	Last day to withdraw from the semester (Fall 2016)
04 December 2016	Sunday	Start of Early Registration (Spring 2017 & Winter 2017)
18 December 2016	Thursday	National Day Holiday
29 December 2016	Thursday	Last day of classes of (Fall 2016)
01 January 2017	Sunday	Start of Final Exams for (Fall 2016)
12 January 2016	Thursday	End of final Exams for (Fall 2016)

Please be advised that there will be no Add/drop or withdrawals permitted after the deadlines.

Registration

Students register for courses at QU online through the Self Service portal [myBanner](#), after first meeting and consulting with their academic advisor. In order to access [myBanner](#), new students must use their username and password information that was provided to them in their admission letter.

After accessing the Banner Self Service System (<http://mybanner.qu.edu.qa>) with your QU username and password, click on the "Student Registration and Records" tab to access the Registration Department Services, where you can register, add and drop courses.

The early registration schedule is based on the student's level and the credit hours he/she has already earned (including transfer credit), as shown below in the early registration table. This table is sent to the students before the beginning of early registration.

Student Level	Earned Credit Hours	Day	Date
Graduate students (Diploma, Masters and Doctorate)		Sunday	08 May 2016

Undergraduate students	90 or more earned hours	Monday	09 May 2016
	75 or more earned hours	Tuesday	10 May 2016
	60 or more earned hours	Wednesday	11 May 2016
	45 or more earned hours	Thursday	12 May 2016
	30 or more earned hours	Sunday	15 May 2016
All students		Monday	16 May 2016

Students can register/drop till the last day of the add/drop period without any financial charge and the dropped course will NOT appear in the student's record.

For further information, please refer to the Student Registration Manual at the following link:
http://www.qu.edu.qa/students/registration/mybanner/banner_Manual.php

Tuition fees

Foundation and Undergraduate Level

First: For all Undergraduate and Foundation Program students admitted starting from Fall 2015 and onward

Tuition fees are assessed based upon the major of the course registered by the students and regardless of the major of the student. This means that two students from two different majors will pay the same tuition fees if registered in the same course. The tuition fees per credit hour in Qatari Riyals are shown in the table below for undergraduate students.

Course Major	Tuition Fees Per Credit Hour
Arts	800
Business and Economics	900

Education	800
Engineering	1000
Foundation Program	900
Law	800
Pharmacy	1000
Science	900
Sharia and Islamic Studies	800
Arabic for Non-Native Speakers Program	1000

College of Medicine Tuition Fees

Academic Year	Tuition Fees per Unit (in Qatari Riyals)	Tuition Fees per Academic Semester			Total (in Qatari Riyals)
		Fall	Spring	Summer	
First Year	Tuition fees will depend on the courses registered by the student in different colleges.				
Second Year	1,000	30,000	27,000	3,000	60,000
Third Year	1,000	31,000	26,000	3,000	60,000
Fourth Year	(1,000) Academic Courses Level (2,000) Clinical Level	30,000	54,000	6,000	90,000
Fifth Year	2,000	56,000	56,000	8,000	120,000
Sixth Year	2,000	60,000	60,000	--	120,000

- Tuition fees are the same for non-Qatari students and Qatari students when applicable.

- Students will not be able to register for the next semester until they pay all financial charges of the previous semester, if amounting to more than 100 QR.

Second: For all Undergraduate and Foundation Program students admitted starting from Fall 2009 till Spring 2015

Course Major	Tuition Fees Per Credit Hour
Art	400
Business and Economics	500
Education	400
Engineering	600
Foundation Program	500
Law	400
Pharmacy	600
Science	500
Sharia and Islamic Studies	400
Arabic for Non-Native Speakers Program	600

Third: For all Undergraduate and Foundation Program students admitted prior to Fall 2009

Course Major	Tuition Fees Per Credit Hour
Art	400
Business and Economics	500
Education	400
Engineering	600
Foundation Program	500
Law	400
Pharmacy	500
Science	500
Sharia and Islamic Studies	400

Tuition fees for Qatari students registered on a part-time basis are reduced by QR 100 per credit hour from the amount shown in the table.

Graduate Level

First: For students admitted starting from Fall 2015 and onward

- **Doctorate and Master's Level Students**
Tuition fee for students enrolled in any of the Doctorate and Master's Programs is QR 2000 per credit hour.
- **Diploma Level Students**
Tuition fee for students enrolled in Diploma Programs is QR 1,500 per credit hour.

Second: For students admitted prior to Fall 2015

- **Doctorate and Master's Level Students**
Tuition fee for students enrolled in any of the Doctorate and Master's Programs is QR 1250 per credit hour.
- **Diploma Level Students**
Tuition fee for students enrolled in Diploma Programs is QR 1,000 per credit hour.

Tuition Exemption

Qatari and tuition-exempted students are relieved from Foundation Program and Undergraduate tuition fees unless explicitly expressed under certain conditions. Qatari and exempted students who do not complete their bachelor's degree requirements by the following credit hour limits will be assessed tuition fees for all additional credit hours taken until graduation:

Student Category	Credit Hour Limit
Undergraduate students	Graduation with a maximum of one major and one minor + 12 credit hours.
Students who changed their major and/or minor after being admitted at the Undergraduate level	Minimum credit hours required for graduation in the declared major and minor (if any) + 12 credit hours.
Transfer students	Credit hours remaining (beyond the transferred credit) for one major and one minor (if any) + 12 credit hours.

Tuition Fees Refund Policy

Students (irrespective of their classification) who drop one or more courses, or withdraw from the semester after the Add and Drop period, are subjected to the penalties shown in the following table.

Semester	Time of Drop or Withdrawal after End of Add and Drop Period	Penalty
Fall 2016	September 23 rd – October 6 th , 2016	20%
	October 7 th – October 20 th , 2016	50%
	October 21 st – November 17 th , 2016	75%
	November 18 th – November 24 th , 2016	100%

If a full week falls within an official holiday, it is not counted in the weeks shown in the above table. Penalties shown in the above table apply to both tuition-paying and tuition-exempted students.

Paying Fees

Students can pay these fees online by visiting the following link:

<http://www.qu.edu.qa/ar/students/registration/e-payment.php>

Also, tuition fees can be paid in cash through the Treasury Office in the Student Activities Buildings in both men's and women's sections of campus.

For further information, please contact:

(Women): 4403-3145/3148

Student Activities Building, Room 113

(Men): 4403-3125/3118

Student Activities Building, Room 121

Working Hours: 7:30 AM – 12:00 PM

Registration Hold

The Registration System applied at Qatar University allows the use of registration holds, based on justifiable reasons, to prevent the student from registration. It is the student's responsibility to verify if he/she has any holds. Holds place a 'block' on a student's account, that prevents him/her from registering, obtaining academic documents, or graduating. In order to remove a hold, the student must refer to the office that placed the hold. Students can verify whether they have a hold by logging into their *myQU* Portal account and referring to the Registration Status page.

For further information regarding registration, holds and statuses, please contact the Office of the Registrar or your advisor.

For further information about Registration and the Holds, please follow the link below:

<http://www.qu.edu.qa/students/registration/registrer/before.php#holds>

Academic Load

Foundation Program and Undergraduate Students

To organize registration process, students' academic load shall be as follows:

Study Type	Minimum	Maximum
UG Full time (Good Standing)	12	18
UG Full time (probation)	9	12
Foundation	0	15
Foundation (probation)	9	12
Part-time	1	11
Part-time (probation)	1	9

- A new student at the university will be allowed to register for the maximum number of credit hours allowed by his/ her program.
- Any student whose accumulative GPA is 3.5 or above may register an extra 3 credit hours over the designated academic load, provided that the student must have completed 15 credit hours.
- For the purpose of graduation requirements completion, a student may register hours less than the minimum load designated above. This can be validated only upon a request made by student's advisor, Academic Department, and Dean's approval.

Second: Graduate Students

Graduate students may register for a maximum number of credit hours each semester, as follows:

1. A graduate student is permitted a maximum semester course load of 12 credit hours. Students admitted to the College of Pharmacy's PharmD program may carry a maximum of 18 credit hours per semester
2. A graduate student on academic probation is permitted to carry a maximum semester course load of 6 credit hours.

Due to the nature and requirements of their programs, individual colleges may encourage students to register in fewer credit hours than the maximum academic load.

Withdrawal or Leave of Absence from the Semester

Leave of absence from semester:

A leave of absence from semester is for the student who did not register courses or wants to drop courses registered prior to the end of the add/drop period. No penalties will be applied and the courses will not appear in the student's transcript.

- For new students those applied for the leave of absence in the same semester in which they admitted, the registered courses will be deleted and their admission will be terminated. Consequently, they must re-apply for admission in the next semester in the case of their desire to study at Qatar University.
- For current students, they can apply for the leave of absence from the semester before the end of the add/drop where the registered courses will be deleted.
- Graduate students can defer their study before it begins for a maximum of two semesters, without counting within the semesters allowed them to leave or withdraw.

Withdraw from the semester

After the add/drop period, the student may withdraw from the semester (from all courses), Fall and Spring semesters, before the end of the tenth week. A financial charge may be applied.

Undergraduate Level Policies:

1. An undergraduate student can withdraw/apply for Leave of Absence for four nonconsecutive semesters, withdrawal from a summer semester is not considered. If a student withdraws from more than four courses, he/she must re-enroll before registering for the following semester.
2. Students are not allowed to withdraw from the semester or request a leave of absence if the period will exceed the maximum studying years at the university.
3. Withdrawals from the semester after the add /drop period are subjected to the penalties according to the time of withdrawal.
4. A withdrawal from the semester results in final grades of "W" for all courses in the concerned semester. A "W" grade does not affect the GPA.
5. Withdrawal from a semester must be within the time limit set by the academic calendar.

Graduate Level Policies:

1. A graduate student cannot withdraw from QU for more than two semesters.
2. Withdrawal from a semester (from all courses) requires the approval of the student's academic advisor and the director of the graduate program.
3. If a graduate student withdraws from a semester, he/she must re-enroll before registering for the following semester.
4. A withdrawal from the semester results in final grades of "W" for all courses in the concerned semester. A "W" grade does not affect the GPA.

5. Withdrawals from the semester after the add /drop period are subjected to the penalties according to the time of withdrawal.
6. Withdrawal from a semester must be within the time limit set by the academic calendar.

For further information on how to apply for a leave of absence and/ or withdrawal from a semester, please visit the following link:

http://www.qu.edu.qa/students/registration/mybanner/banner_Manual.php

Lecture Locations

Women Campus Buildings:	
B04	College of Education Building
B13	Women's Library Building
C01	Women's College of Science
C04	Women's Main Building
C07	Women's Engineering Building
C08	Business Operation Building
C11	Sharia & Islamic Studies Building
D01	Al-Bida (Parking) Building
D05	Women's Foundation Building
H08	Business and Economics Building

Men Campus Buildings:	
A06	Computer labs and Foundation
B05	Men's Main Building
B11	Ibn Khaldon Halls
BCR	Arts & Science and Engineering Corridors
H08	Business and Economics Building
H12	Medicine building

Arts & Science and Engineering Corridors			
Arts & Science College		College of Engineering	
Code	Corridor	Code	Corridor
BCR A	Corridor 1	BCR F	Corridor 6
BCR B	Corridor 2	BCR G	Corridor 7
BCR C	Corridor 3	BCR H	Corridor 8
BCR D	Corridor 4	BCR I	Corridor 9
BCR E	Corridor 5	BCR J	Corridor 10

Academic Advisors

All students are encouraged to meet with their academic advisors prior to the early registration period. Academic advisors assist students in making the right course selections, according to their study plan. Students can communicate with their assigned advisors in person, by email, or by phone. Contact information for the advisors is available in the following table:

Name	Title	Location Office	E-mail	Phone
Retention Center for Academic Advising and				
Wedad Abdullah Mohammed Rebeeh	Acting Director, Center for Academic Advising	Old Women's Library, Room 309	w.rebeeha@qu.edu.qa	6533
Suzan Omar Turkiah	Administrative Coordinator	Old Women's Library, Room 308	sturkiah@qu.edu.qa	5944
Elma Atic	Section Head of Academic Advising Development	Old Women's Library, Room 311	elmaatic@qu.edu.qa	3875
Tamara Zaghmout	Professional Learning Coordinator	Old Women's Library, Room 303	tzaghmout@qu.edu.qa	5908
Farjana Mahjabin	Assessment Coordinator	Old Women's Library, Room 303	farjana.m@qu.edu.qa	7948
Chithira Johnson	Section Head of & Retention CMED Academic Advisor	Old Women's Library, Room 305 / CMED, Room 106	chithira@qu.edu.qa	4120
Rizwan Gitay	Senior Retention Coordinator	Old Women's Library, Room 306	grizwan@qu.edu.qa	5971
Office College of Arts and Sciences				
Shouroq AbdoulQader Al Qahtani	Acting CAS Head	Science Building, Female Campus, Room B-228	sh.alqahtani@qu.edu.qa	5320
Saher El-Atawy	First Year Unit Head	Main Women's Building, Room 201	setatwy@qu.edu.qa	7912

Amra Music Ikanovic	Senior Academic Advisor	Science Building, Female Campus, Room B-228	amra.ikan@qu.edu.qa	6437
Shaikha Mohammed S Q Al-Kobaisi	Academic Advisor	Main Women's Building, Room 201	shaikha.alkobaisi@qu.edu.qa	5916
Dalal Mohamed Al Mushaifri	Academic Advisor	Main Women's Building, Room 105	dalal.almushaifri@qu.edu.qa	6436
Jameela Amer	Academic Advisor	Main Women's Building, Room 105	j.ali@qu.edu.qa	4526
May Habib	Academic Advisor	Science Building, Female Campus, Room B-228	mayhabib@qu.edu.qa	6534
Maison Abdulrahman Aldalis	Academic Advisor	Main Men's Building, Room 145	m.aldalis@qu.edu.qa	5979
Reem Rashid S H Al-Jabri	Academic Advisor	Science Building, Female Campus, Room B-228	reem.aljabri@qu.edu.qa	6822
Sana Walid Elkhatib Elkhaldi	Senior Academic Advisor	Main Men's Building, Room 145	sanakh@qu.edu.qa	6821
Halla A M Mousa	Academic Advisor	Main Women's Building, Room 105	halla.mousa@qu.edu.qa	6835
Hend Abdulaziz A A Al-Mogaiseeb	Academic Advisor	Main Women's Building, Room 201	hend.aziz@qu.edu.qa	6834
Wadha Khalifa G Alkubaisi	Academic Advisor	Main Women's Building, Room 105	w.alkubaisi@qu.edu.qa	6532
Suad Mohammed Al-Hashemi	Academic Advisor	Main Women's Building, Room 105	suad.alhashemi@qu.edu.qa	6535
Amna Hussain A A Babssail	Academic Advisor	Main Women's Building, Room 105	amna.babssail@qu.edu.qa	6524

Doaa Ibrahim Swailum	Academic Advisor	Main Women's Building, Room 201	doaa.swailum@qu.edu.qa	7524
Office College of Business and Economics				
Maha Jassim M J Al-Thani	CBE Head	College of Business and Economics, 2nd Floor, Room C-204	m.jassim@qu.edu.qa	5021
Amr Hosny Mohammed Refaat Hosny	Academic Advisor	College of Business and Economics, 2nd Floor, Room E-221	amr.hosny@qu.edu.qa	5023
Hind Omar I Al-Dafa	Senior Academic Advisor	College of Business and Economics, 2nd Floor, Room C-232	h-omar@qu.edu.qa	5020
Reem Abdulla S S Al-Aqeeli	Senior Academic Advisor	College of Business and Economics, 2nd Floor, Room C-204	ralaqili@qu.edu.qa	5017
Dardan Morina	Academic Advisor	College of Business and Economics, 2nd Floor, Room E-221	d.morina@qu.edu.qa	5016
Ghada Zakaria Alanany	Senior Academic Advisor	College of Business and Economics, 2nd Floor, Room C-232	ghada@qu.edu.qa	5029
Omneya Mostafa O A Badr	Senior Academic Advisor	College of Business and Economics, 2nd Floor, Room E-221	obadr@qu.edu.qa	6730

Ameera Abdelazeez Omer Elhusain	Academic Advisor	College of Business and Economics, 2nd E-221 Floor, Room	ameera.elhusain@qu.edu.qa	6731
Sara Saleh A S Al-Hemeidi	Academic Advisor	College of Business and Economics, 2nd Floor, Room C-232	s.al-humaidi@qu.edu.qa	6469
Noor Nahawi	Academic Advisor	College of Business and Economics, 2nd Floor, Room C-232	nalnahawi@qu.edu.qa	6734
Hazar Shouman	Senior Academic Advisor	College of Business and Economics, 2nd Floor, Room C-232	hshouman@qu.edu.qa	5028
Helen Saba	Senior Academic Advisor	College of Business and Economics, 2nd Floor, Room C-232	helen.saba@qu.edu.qa	5027
College of Engineering Office				
Dr. Karama Hamdi	Head of GENG, Pharmacy and Medicine	Science Building, Female Campus, Room ,Section E E-104	eekarama@qu.edu.qa	4239
		Female Engineering Building, Room 140		-
Mousa Abeer	Senior Academic Advisor	Female Engineering Building, Room 140	mousaabeer@qu.edu.qa	3866
Aljehani Amna	Academic Advisor	Female Engineering Building, Room 140	aaljehani@qu.edu.qa	6372

Mounia Zidani	Senior Academic Advisor	Engineering Building, Corridor 8, Room BCR-H201	mounia.zp@qu.edu.qa	6378
Saloua Ahm Askri	Senior Academic Advisor	Engineering Building, Corridor 8, Room BCR-H201	askri.saloua@qu.edu.qa	6379
Dima Riyad Issa	Academic Advisor	Female Engineering Building, Room 140	dimaisa@qu.edu.qa	6370
Saifullah Mohammad Rafiullah	Saifullah Mohammad Rafiullah	Engineering Building, Corridor 8, Room BCR-H201	Saif.m@qu.edu.qa	5305
Assem Hassanain	Senior Academic Advisor	Engineering Building, Corridor 8, Room BCR-H201	ahassanain@qu.edu.qa	6381
office College of Pharmacy				
Dr. Karama Hamdi	Head of GENG, Pharmacy and Medicine	Science Building, Female Campus, Room ,Section E E-104	eeekarama@qu.edu.qa	4239
		Female Engineering Building, Room 140		-
Saloua Ahm Askri	Senior Academic Advisor	Engineering Building, Corridor 8, Room BCR-H201	askri.saloua@qu.edu.qa	6379
College of Medicine Office				
Dr. Karama Hamdi	Head of GENG, Pharmacy and Medicine	Science Building, Female Campus, Room ,Section E E-104	eeekarama@qu.edu.qa	4239
		Female Engineering Building, Room 140		-

Johnson Chithira	Retention ,Head & Section CMED Academic Advisor	Women's Old Library, Room 305 / CMED,Room 106	chithira@qu.edu.qa	4120
College of Education Office				
Abdullah Hamad Al-Muraikhi	Head of Law, Sharia, Education	Main Men's Building, Room 101	abdullah.almuraikhi@qu.edu.qa	5977
Laila Haider Babiker Elmusharaf	Academic Advisor	Main Women's Building, 1st Floor, C040, Room 166	l.elmusharaf@qu.edu.qa	5112
Safaa Hani Fayeze Hasan	Academic Advisor	Main Women's Building, 1st Floor, C040, Room 166	safaa.hani@qu.edu.qa	5129
Agrebi Manel	Academic Advisor	Old Women's Library, Room 302	magrebi@qu.edu.qa	5127
College of Law Office				
Abdullah Hamad Al-Muraikhi	Head of Law, Sharia, Education	Main Men's Building, Room 101	abdullah.almuraikhi@qu.edu.qa	5977
Hadi Fayeze Elmoghazy	Academic Advisor	College of Business and Economics, 1st floor, Room E-105	h.elmoghazi@qu.edu.qa	6701
Fatima Khalil Hassan	Senior Academic Advisor	College of Business and Economics, 2nd floor, Room C-222	fatema.hasan@qu.edu.qa	5268
Amal Mohamed A J Al-Sarraf	Academic Advisor	College of Business and Economics, 2nd floor, Room C-222	amal.alsarraf@qu.edu.qa	5964
Studies Office College of Sharia and Islamic				
Abdullah Hamad Al-Muraikhi	Head of Law, Sharia, Education	Main Men's Building, Room 101	abdullah.almuraikhi@qu.edu.qa	5977

Aldana Jassim Al-Thani	Academic Advisor	College of Sharia, 1st Floor, Female Section, Room 139	aldana.althani@qu.edu.qa	4418
Sheikha M Al-Moslemani	Academic Advisor	College of Sharia, 1st Floor, Female Section, Room 139	shaikha.m@qu.edu.qa	6401
Aboubacar Younga	Academic Advisor	College of Sharia, 2nd Floor, Male Section, Room 225	younga@qu.edu.qa	5962
Agrebi Manel	Academic Advisor	Old Women's Library, Room 302	magrebi@qu.edu.qa	5127
Al Maryam Shemairi	Academic Advisor	of Sharia, College 1st Floor, Female Section, Room 139	maryam.s@qu.edu.qa	4436
Maryam Al Shemairi	Academic Advisor	College of Sharia, 1st Floor, Female Section, Room 139	maryam.s@qu.edu.qa	4436

Associate Dean Contact Information:

Name	College	Email	Phone
Yasser Hussein Abdulrazek Hussein	Arts and Sciences	casstudents@qu.edu.qa	+974 4403-4670
Yassir Semmar	Education	ysemmar@qu.edu.qa	+974 4403-5171
Waled Abdulla Mukahal	Engineering	waled@qu.edu.qa	+974 4403-4110
Lana Walid Khaiata Kattan	Sharia and Islamic Studies	LanaK@qu.edu.qa	+974 4403 4454
Bakri Soubra	Business and Economics	bsoubra@qu.edu.qa	+974 4403-5015
Alla El-Awaisi	Pharmacy	elawaisi@qu.edu.qa	+974 4403-5599
Ola Rustom Mustafa Shadid	Law	olashadid@qu.edu.qa	+974 4403-6514
Ghada Saif Al-Kuwari	Medicine	ghadahsaif@qu.edu.qa	+974 4403-5557