



جامعة قطر
QATAR UNIVERSITY

Students Affairs Sector
Registration Department
Registration Section

Registration Rules & Regulations

Academic Year
2017/2018



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Definitions:

- **Registration**
The process of enrolling in classes at QU
- **Early Registration**
The period of registering courses by the enrolled students. It usually begins in the middle of the semester. Students register for the coming semester and they can also register for both Summer & Fall as well as Winter & Spring semesters in the same period every year.
- **Drop**
The process of dropping a course in a certain semester within the specified period according to the academic calendar
- **Add**
The process of Adding a course in a certain semester within the specified period according to the academic calendar
- **Academic Load**
The total credit hours for the courses that students can register in a certain semester within the minimum and maximum limit allowed by the rules and regulations of the University.
- **Pre-requisite Course**
A course that a student must study and pass before being able to register for a particular course
- **Co-requisite**
A course required to be taken concurrently with another course in the same semester.



Registration

After receiving an Admission Acceptance Letter indicating that s/he has been officially admitted into Qatar University, a student has to register the courses during the Orientation Meeting according to the date specified in the Admission Acceptance Letter. Each student is provided with a user name and a password for the registration system and for his/her own email.

Priority in registering courses shall be given to the enrolled regular students at the University based on the credit hours earned as explained in the early registration schedule which is sent to all students' emails prior to the beginning of registration.

Registration of courses will be done through QU Portal (the Self Service, myBanner)

Registration of New Undergraduate Students

New students are required to register during the Student Orientation according to their colleges and on the designated day for each college. A number of the academic staff (faculty) will attend for the purpose of academic advising and to make sure that registration of the required courses of the program has been done properly. It is important to note that by the end of the Add/Drop period, admission of students who fail to register any course will be terminated.

Registration of New Graduate Students

The academic programs will specify certain days for registering courses and providing students with academic advising.

Registration of Previously Enrolled Students (active students)

Enrolled and active students can register their courses once the early registration begins and until the last day of the Add/Drop period.



The table below shows the registration days during the early registration period:

Date	Students' Category
1 st day of the registration period	Graduate students
2 nd day of the registration period	Undergraduate students earned 90 hours and more.
3 rd day of the registration period	Undergraduate students earned 75 hours and more.
4 th day of the registration period	Undergraduate students earned 60 hours and more.
5 th day of the registration period	Undergraduate students earned 45 hours and more.
6 th day of the registration period	Undergraduate students earned 30 hours and more.
7 th day of the registration period	Undergraduate students earned less than 30 hours and all the regular students in the University.

Students Eligible to Register

Current enrolled and active students can register their courses during the early registration period.

A student will not be able to register in the following cases:

1. Failure to pay the due fees to the University
2. Placed on a hold due to disciplinary action
3. Dismissed due to poor academic performance
4. If registration of a student is on hold (blocked) for academic or administrative reasons.

Students Classification

At the time of registration, undergraduate students are classified based on the number of credit hours earned by each student. The following table shows the students general classification:

Student's Classification	Credit Hours Earned
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New Students	No credit hours earned or earned less than 30 credit hours.
Second Year Students	Earned between 30-59 credit hours
Third Year Students	Earned between 60-89 credit hours
Fourth Year Students	Earned 90 credit hours and more

Tuition Fees

Tuition fees are determined based on the Major of the course that a student intends to register (for example: science, Business & Economics, Engineering,... etc.). The tuition fees paid for a certain course is the same for all students regardless of the Majors of each one of them according to the table below.

Tuition fees shall be paid prior to early registration in cash or online or in the form of cheques (for institutions) at the Treasury Office or by any other means of payment approved by the University.

Tuition fees for Undergraduate Students

For all admitted students starting from Fall 2009 and before, the below-mentioned tuition fees shall be applied as follows:

College/Program	Tuition Fees (for Earned Credit Hour in Qatari Riyal)
Education	400
Arts	400
Sharia & Islamic Studies	400
Law	400
Sciences	500
Business & Economics	500
Pharmacy	500
Engineering	600
Foundation Program	500

Tuition fees for all admitted students starting from Fall 2015 and onward



Tuition fees are calculated based on the Major of the course registered by students regardless of their Majors. 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 for undergraduate students are shown in the table below:

A student will not be able to register in the coming semester until s/he pays in full all the due financial fees of the previous semester if it is more than 100 QR.

Course Major	Tuition Fees per Credit Hour in QRs
Arts	800
Business and Economics	900
Education	800
Engineering	1000
Foundation Program	900
Law	800
Pharmacy	1000
Science	900
Sharia and Islamic Studies	800

First: College of Medicine Tuition Fees per Academic Semester:

Academic Year	Tuition Fees per Unit (in Qatari Riyals)	Tuition fees per semester			Total (in Qatari Riyals)
		Fall	Spring	Summer	
First Year	Tuition fees are based on the courses registered by students in various 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

Second: All Admitted Students Starting Fall 2009 to Spring 2015:

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

Program of Arabic for Non-Native Speakers Students

The tuition fees for non-native speakers of Arabic students is 1000QR per credit hour.

Tuition Fees Exemption

Qatari and tuition-exempted students are exempted from Foundation Program and Undergraduate tuition fees unless explicitly expressed otherwise under certain conditions. Qatari and exempted students who do not complete their Bachelor's degree requirements by the following credit hour limits will be subjected to pay tuition fees for all Additional credit hours earned until graduation:

Student's 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 chosen by a student + 12 credit hours.
Students transferred to QU	Credit hours remaining (beyond the transferred credit) for one Major and one Minor (if any) + 12 credit hours.



Tuition Fees Refund

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

Penalties of Withdrawal from Fall & Spring Semesters

Fall & Spring	Until 2 Weeks	20 %
	After 2 weeks and until 4 weeks	50 %
	After 4 weeks and until 8 weeks	75 %
	After 8 weeks	100 %

Penalties of Withdrawal from Summer & Winter

Summer 1/ Winter	Summer 2	Penalty Percentage
2 days after Add/Drop Period	2 days after Add/Drop Period	20%
One week and two days after the end of Add/Drop Period	Two weeks and two days after the end of Add/Drop Period.	50%
After the end of withdrawal period from a course or a semester.	After the end of withdrawal period from a course or a semester.	100%

In case there is an official holiday in a whole week, the period is not counted within the weeks mentioned above. Penalties shown above are applicable to all students who pay tuition fees and those exempted.

Registration Hold

The Registration System applied at Qatar University allows the use of registration holds, based on justifiable reasons, to prevent a student from registration, for example in the case of non- payment of tuition fees, not returning library's books or not contacting the academic advisor if s/he is advised to. Various stakeholders are permitted to make use of a "Hold" process to prevent students from registering if this action is justified.



When a stakeholder uses this “Hold” process, a student will not be allowed to register courses unless s/he is relieved from “hold” by the respective stakeholder who/which blocked the registration. In this case, a student must refer to the concerned stakeholder to solve the issue and then “Hold” status is removed.

Academic Load

It is the total number of credit hours for the courses (minimum- maximum) students are allowed to register per semester according to the University rules and regulations:

First: Undergraduate Students

A new student at the University will be allowed to register for the maximum number of credit hours allowed by his/ her program. A student whose accumulative GPA is 3.5 or above may register an extra 1 to 3 credit hours, provided that the student must have completed 15 credit hours or more. For the purpose of graduation requirements completion, a student may register hours less than the minimum load required in the academic load shown above.

Second: Graduate Students

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



1. A student is permitted to register a maximum semester course load of 12 credit hours. Students admitted to the College of Pharmacy's PhD Program are allowed to register a maximum of 18 credit hours per semester.

Semester	Academic Standing (GPA)	Type of Study	Academic Load (by credit hour)	
			Minimum	Maximum
Fall & Spring	(No academic probation) Good Standing (2.00 and above)	Full Time	12	18
		Full Time Foundation	0	15
		Part-Time	1	11
	(on academic probation) (less than 2.00)	Full Time	9	12
		Full Time Foundation	0	12
		Part-Time	1	9
Summer	(No academic probation) (2.00 and above)	Full Time	0	12
		Part-Time	0	12
	(on academic probation) (less than 2.00)	Full Time	0	6
		Part-Time	0	6

2. If a graduate student is on academic probation, then s/he is permitted to register a maximum semester course load of 6 credit hours.
3. The maximum academic load for all graduate students in the summer is 6 credit hours. Due to the nature and requirements of their programs, individual colleges may encourage students to register fewer credit hours than the maximum academic load.

Add of Courses

A student may Add one or many courses online through the myBanner Self-Service System at the Add specified period which starts from the early registration period for the enrolled and active students; and it starts from the Orientation Meeting of the new students and ends at the last day of the Add/Drop period.

Add of a Closed Course (required to obtain Dept. & College's approval)



A student who desires to register a closed course (for a particular college, Major, group of students, a course that has a pre-requisite course, a course for a certain program or a course for a certain degree) can apply for (override restriction service) through self-service banner according to the specific times of this service which is announced by the registration section every semester.

The following table explains the errors shown to students by the self-service banner during the registration process which requires the application for (override restriction service).

Errors shown to Students	Description	Required Approvals
Closed Section	A student is allowed to register in a closed course.	Approval of the Course Instructor and Head of Dept.
Class Restriction	A student is allowed to register a course specified for students who have completed a particular number of credit hours.	Approval of Head of Dept.
Major Restriction	A student is allowed to register a course specified for a particular Major.	Approval of Head of Dept., Associate Dean of the college which offers the course
College Restriction	A student is allowed to register a course specified for a particular college.	Approval of the Associate Dean for Student Affairs in the college
Field of study Restriction	A student is allowed to register a course specified for students of a particular program.	Approval of the Program Director
Special Approval	A student is allowed to register a course which requires the approval of the Head of Dept. which offers the course.	Approval of Head of Dept. which offers the course.

Once the college approved the student's application through "myBanner Self-Service System", the college will validate the student's registration in this course; the student will receive a notification of approval to his/her email and then s/he is required to register the course.

Drop of Courses

A student may Drop one or many courses online through the myBanner Self-Service System during the specific period of Drop which starts at the time of course registration according to



the specified duration and until end of the Drop/Add period. There is no financial penalty on course Drop and it will not appear in the academic transcript of the student.

Final Withdrawal from a Course

After the Add/Drop period at the beginning of each semester, a student may withdraw from a course starting from the second week until the eighth week of Fall & Spring semesters. A student can also withdraw from a course or more until the second week of Summer1 & 3, and until the third week of the beginning of study for Summer 2 (6 weeks) according to the following rules:

1. A withdrawal from a course results in a final grade of "W" for that course.
2. A "W" grade does not affect the GPA, this grade will not be included in the GPA.
3. A student is not allowed to withdraw from a course as a result of which the academic load will be reduced to a level less than the allowed load for (Fall & Spring).
4. A student is allowed to withdraw from the last course; if s/he wants to Add or Drop the last registered course, s/he must apply for withdrawal from the semester through the self-service-system (Banner) for (Fall-Spring).
5. A financial penalty will be applied on withdrawal from a course during the allowed period of withdrawal; this penalty will be based on the date of withdrawal and as shown in the tuition fees refund table.

A Long Absence

- A student may not be considered as Long Absence for the semesters of his/her study in other universities to take courses.
- The semesters during which a student was absent shall be counted within the time limit of the academic degree to be obtained.
- If a student desires to resume his/her study after a long absence, s/he must apply for readmission during the period specified in the academic calendar before s/he can register in the semester following his/her absence.

Withdrawal from a Semester

A student can withdraw from a semester (Fall or Spring) at the end of the Add/Drop period and until the end of the tenth week of study; this can be done by applying through the self-service-system (Banner).

Periods of Withdrawal from a Semester



A request of withdrawal shall be submitted maximum at the end of the tenth week of Fall & Spring study; and at the end of the second week of Summer 1; and the third week of Summer 2. A final grade of "W" will be given and the student's GPA will neither be affected, nor will it be considered.

Withdrawal from the semester is subjected to a financial penalty to be determined based on the date of withdrawal and as specified in the Tuition Fees Refund Table.

Policies of Withdrawal/Leave of Absence from a Semester for Undergraduate Students:

- Leave of absence is allowed during the Add/Drop period and without any financial penalties.
- Withdrawal from the semester begins after the end of the Add/Drop period and until the tenth week of study in the semester; financial penalties shall be applied based on the date of withdrawal.
- A student may withdraw or apply for a leave of absence for four semesters (consecutive or nonconsecutive) during his/her undergraduate study.
- A student is not allowed to withdraw or apply for leave of absence from the semester if this exceeds the allowable eight-year period of study.
- A new student is not allowed to apply for a leave of absence from the first semester of his/her study. If s/he fails to register any course, his/her admission will be terminated, while it is allowed for him/her to withdraw from the semester later on (after the Add/Drop period) and a financial penalty will be applied.
- Re-admitted students are allowed to apply for a leave of absence from the first semester of their study after having been readmitted by the University.
- In case a student is dismissed for non-academic reasons, the period of penalty shall not be considered within the allowable four- semester period.
- As for re-instated students, the semesters during which they were absent after the dismissal and before being re-instated, are not included in the allowable four semesters.
- Re-instated students are allowed to apply for a leave of absence or withdraw from the semester into which they are re-instated.
- A student who is under final academic probation is allowed to apply for a leave of absence or withdraw from the semester.
- If a student's appeal against Academic dismissal is approved, s/he can apply for a leave of absence or withdraw from the semester that follows the appeal's approval.

Policies of Withdrawal & Leave of Absence for Graduate Students

Deferral of Study



A graduate student may request to defer his/her admission for two semesters prior to the beginning of study in the program.

Leave of Absence & Withdrawal from a semester

- A student may withdraw or apply for a leave of absence for two semesters (consecutive & non-consecutive) during the graduate study.
- A student with an academic probation is allowed to apply for a leave of absence or withdraw from the semester.
- Withdrawal from a semester (all courses) requires the approval of both the student's academic advisor and the graduate studies director in the respective college.
- A withdrawal from a semester will result in a final grade of "W" in all the registered courses in that semester. A "W" grade does not affect the GPA of the student.
- In case of withdrawal from a semester, a financial penalty may be applied based on the date of withdrawal.
- It is strictly advised that students should adhere to the specific dates of withdrawal from the semester as shown in the academic calendar.

Policies of Withdrawal from University

Undergraduate Students

- An undergraduate student can apply for a final withdrawal from University if s/he has not exceeded the allowable withdrawals (4 semesters) during his/her undergraduate study.
- If a student has registered courses in the semester during which s/he desires to withdraw from University, s/he must withdraw first from the semester within the specified period of withdrawal and pay the due financial penalty.
- A student will be requested to fill in the clearance form at Registration Section to ensure that s/he has paid in full the due financial fees. The request for a final withdrawal will not be considered if the clearance form is not received within two weeks.
- A student who desires to apply for a final withdrawal shall be requested to fill in the Final Withdrawal Form at the Registration Section where the registration staff will process the application and provide a copy of it to the student.
- A student can request to get back the documents s/he submitted at the time of admission to the University.

Graduate Students Withdrawal Policies

- A student can apply for a final withdrawal from University if s/he has not exceeded the allowed withdrawals (two semesters) during the program of study.
- If a student has registered courses in the semester during which s/he desires to withdraw from University, s/he must withdraw first from the semester and pay the due financial penalty.



- A student will be requested to fill in a form of release to ensure that s/he has paid in full the due financial fees. The request for a final withdrawal shall be deemed null and void if the release form is not received after two weeks.
- A student who desires to apply for a final withdrawal shall be requested to fill in the Final Withdrawal Form at the Registration Section; the registration staff will forward the application to the academic program for approval; once it is approved, the student will be notified and the request will be executed.
- A student can request to get back the documents s/he submitted at the time of admission to the University.

The Certificate: “TO WHOM IT MAY CONCERN”

This certificate is issued by QU to the enrolled and active students who seek written confirmation of their up-to date status (Active – Withdrawn – Leave of Absence); the certificate letter may include the Final Exams Schedule when requested.

Rules of Obtaining “To Whom it May Concern” Certificate:

1. A student must be enrolled and active at QU
2. Apply for this certificate through the self-service-Banner
3. Pay the issuance fees: (15 QR) for each copy
4. A student can receive the certificate after one working day of his/her request.
5. The new students can apply for this certificate, but they cannot receive it before the end of the Add/Drop period of their semester of admission.

How to Apply for “To Whom it May Concern” Certificate:

1. A student can Login QU through **MyBanner Self-Service System**
2. Follow the instructions of application as shown in the “Student’s Guide”
3. Follow up the application status to know when it is ready.
4. Attend (in person) to the Admission & Registration Building with QU ID or Personal ID to collect the certificate.

Types of the Certificate “To Whom it May Concern” to be applied for through MyBanner Self-Service System:

Type	Description
Ar- In State Enrollment Ver.	The Arabic version of enrollment verification which is known by “To Whom it May Concern” to be used within the State of Qatar



Ar- Out of State Enrollment Ver.	The Arabic version of enrollment verification which is known by “To Whom it May Concern” to be used outside the State of Qatar and has official attestation stamp of “Ministry of Foreign Affairs”.
En- In State Enrollment Ver.	The English version of enrollment verification which is known by “To Whom it May Concern” to be used within the State of Qatar
En- Out of State Enrollment Ver.	The English version of enrollment verification which is known by “To Whom it May Concern” to be used outside the State of Qatar, and has the official attestation stamp of the Ministry of Foreign Affairs.
Ar- Exam Enrollment Ver.	The Arabic version of enrollment verification which is known by “To Whom it May Concern” and contains dates of final exams of the current Semester
En- Exam Enrollment Ver.	The English version of enrollment verification which is known by “To Whom it May Concern” contains dates of final exams of the current Semester

Waiting lists

This refers to the lists of students who desire to register a closed course. A student may add himself/herself on the waiting list if the number of the registered students in the course has reached the maximum limit provided that this course is allowable in the waiting list.

Rules of Waiting lists:



1. A student is not allowed to place himself /herself in two different sections for the same course.
2. In case a student does not fulfill the pre-requisite course or there is a “hold” on the course , s/he will not be able to register the course.
3. If a student drops a course which has a waiting list, s/he cannot re-register it unless s/he is placed on the waiting list.
4. Being placed on the waiting list of a course does not necessarily mean that the course is registered, but a student has to register after receiving a notification that there is an available seat.
5. Waiting list Courses have to be announced along with the time of service activation; the announcement has to be sent by the Registration Department to all University students.
6. Dates (deadlines) specified by the Registration Department must be observed.
7. Earned hours of a course registered on the waiting list shall not be included in registered hours of the semester unless the status of the said course has been changed into an “actual registered course”.
8. If a student logs out of a course waiting list, s/he will not be able to return to the same place, and s/he has to add himself/herself again in the waiting list.
9. If a student fails to register after 12 hours of receiving a notification of seat availability in the course, the system will automatically delete him/her. Then, a notification will be sent to the next student on the list.
10. Academic Departments and Student Advising Offices are not allowed to offer a course capacity override to a certain student if that course is placed on the waiting list. Doing as such will deprive another student included in the waiting list from registering the said course.

Frequently Asked Questions (FAQ)

- What is registration?

It is the process of enrolling in courses according to the plan of study.

- What is the meaning of “ Active /Enrolled Student”?

It refers to “A degree-seeking student.” , who attends the classes at QU regularly

- How many semesters are there in the academic year?

The two main semesters are (Fall & Spring) each of which lasts for 15 weeks followed by an examination period which divides the academic year into two parts. The timings of Summer and Winter semesters are determined and specified based on the academic calendar.

- How can I withdraw from a course?

After the Drop/Add period, students may withdraw from one or more courses before the withdrawal deadline of the semester with a financial penalty, provided that the total number of credit hours carried does not fall below the minimum credit hours required in the program.



- **What does withdrawal from a semester mean?**

It means withdrawing from all registered courses of the semester by means of an official application submitted before the specified deadline stated in the academic calendar.

- **How can I withdraw from the University?**

It refers to the suspension of enrollment in QU after obtaining an official approval and a clearance from the University.

- **What is the certificate “To Whom it May Concern”?**

It is an official document confirming the up-to date status of a student; the certificate may include the Final Exams Schedule if available..

- **What does “Add/Drop” process mean?**

It refers to the period of time during which a student is allowed to Add/Drop his/her courses. It begins in the first day of the early registration until the last day of the Add/Drop process.

- **I am a new student, can I request a leave of absence or withdraw during the week of Add/Drop? What are the consequences?**

A request of a leave of absence from the first semester after admission into the University is deemed a “Admission cancellation”. The new student is only allowed to withdraw after the end of the Add/Drop period so that his/her seat (admission) remains valid.

- **What is the study plan?**

It refers to all courses designated by the college to which a student belongs; for the purpose of graduation, a student must pass all these courses.

- **What are the pre-requisite courses?**

When a student registers a course which requires a pre-requisite course, the registration system will refer to the academic transcript of the student; if pre-requisite courses have not been taken, the student cannot proceed to register and s/he is recommended to contact the academic advisor of the program if there are changes in the pre-requisite courses.

- **What is the academic load?**



It refers to the allowed number of credit hours to be registered by students per semester and according to their academic status.

Student with an academic probation	Student without academic probation
9-12	12-18
0-6 (Graduate students)	0-12 (Graduate students)

A student whose GPA is 3.5 and above is allowed to register 21 hours provided that h/she passes 15 hours.

- **What is the difference between Dropping a course and withdrawal from a course?**

Dropping a course does not entail a financial penalty and it is allowed until the end of the Add/Drop period. On the other hand, withdrawal from a course entails a financial penalty and it begins after the end of the Add/Drop period and until the 8th week of study.

- **How many times is it allowed for Foundation and non-Foundation student to apply for leave of absence and withdrawal?**

A student has the right to withdraw for a period of four Semesters.

- **What do we mean by “leave of absence” and “withdrawal”? And how can a student apply for both of them?**

Leave of absence from semester:

A leave of absence from a semester takes place during the Add/Drop period. No penalties will be applied.

Withdrawal:

Withdrawal takes place after the end of Add/Drop period up to the 10th week of a given Semester. A financial penalty will be applied based on the date of withdrawal.

To apply for a leave of absence and/ or withdrawal from a semester, you can apply through the Self-Service System (Banner) at:

http://www.qu.edu.qa/static_file/qu/students/documents/registration-self-service-banner-withdrawal-from-semester-ar.pdf

- **What is the academic probation?**

The academic standing of an undergraduate student who has earned at least 25 Credit Hours or more and has a cumulative GPA below 2.0

- **How many academic probations are allowed for the regular student?**



Once placed on academic probation, a student is granted two (2) consecutive semesters (summer session is not included), to remove the academic probation before being dismissed from the University.

If a student is placed on academic probation at the end of the semester and failed to raise his/her GPA to 2.00 at the end of the semester that follows instatement, s/he will be placed on the final academic probation.

If a student is placed on the final academic probation at the end of the semester and failed to raise his/her GPA to 2.00 at the end of the semester that follows registration, s/he will be dismissed from the University.

What does “Dismissal” mean?

Dismissal: The forced withdrawal of a student from University for academic or Non-academic reasons .

- When does “dismissal” occur?

An undergraduate student is academically **Dismissed** from Qatar University under the following conditions:

Failing to achieve the minimum cumulative GPA (2.00) requirement for “Good Standing” in three (3) consecutive semesters.

Failing to meet graduation requirements within 8 years of enrollment in the University (excluding foundation program).

- What is “Reinstatement”?

If a student is dismissed from University for academic deficiency, s/he may apply for reinstatement within two (2) years (maximum) of the official notification of the latest academic dismissal decision.

Applicants may seek reinstatement through the self-service-system (Banner) before the deadline of “Re-instatement application”.

The following applies to all applicants seeking reinstatement:

- All reinstatement applicants must satisfy all application deadlines.
- Students will be reinstated for one time only. If a student is academically dismissed for a second time, the student is not eligible for reinstatement.
- All QU coursework and cumulative GPA earned prior to academic dismissal will remain on the academic record. All reinstated students are placed under “Good Standing” status and all QU rules and regulations of current students will be applied.



- Reinstated students may be considered for possible transfer credit according to QU's transfer credit rules.
- Submitting this application does not necessarily guarantee approval, the assigned committee will review and evaluate all submitted applications and take appropriate decisions. Then, the Registration Department will announce these decisions to applicants.
- By submitting the reinstatement application by a student, s/he is committed to attend classes starting from next semester.
- The assigned committee is the only eligible party to specify the reinstatement Semester.

- **How can I apply for online Re-instatement?**

The application for reinstatement starts according to the academic calendar. To apply, follow these steps:

1. Go to myBanner Self-Service System at mybanner.qu.edu.qa
2. Login using your email and password.
3. Click on "Student Services" tab.
4. Click on "Reinstatement Application" link.
5. Fill in the required fields.
6. You can also refer to "Reinstatement Application Manual" for further information.

- **Can a student apply for Re-admission if s/he is dismissed, absent or withdrawn from the University?**

Yes. Applicants, who left their studies at QU, can seek readmission. They are required to apply by filling the QU online admission application and submit the following admission requirements as specified in the academic calendar; the following documents must be submitted:

1. Final, official and certified high school transcript
2. Health Certificate issued inside Qatar (International students please refer to International Students Website)
3. Photocopy of the applicant's Qatar ID card (Non-Qatari applicants must also provide a copy of their passports; international students please refer to International Students website)
4. Two (2) recent identical passport size photographs (size 4 x 6 cm) with white background
5. Official test score reports (TOEFL, IELTS, SAT, ACT) for applicants to Colleges that require Foundation if applicable.

- **What are the categories of students who can apply for Re-admission?**

Eligible applicants for readmission to Qatar University:

1. Previously admitted students who officially withdrew from the University. (students placed under the "**Withdrawal from University**" status).



2. Previously admitted students who were absent from the University for more than four consecutive regular semesters without prior approval (students placed under the "**Long Absence**" status).
3. Previously admitted students enrolled in the Foundation Program who were absent from the University for more than two consecutive regular semesters (students placed under the "**Foundation Absence Suspension**" status).
4. Previously admitted students enrolled in the Foundation Program who did not complete the program requirements within four regular semesters of enrollment (students placed under the "**Foundation Academic Suspension**" status).
5. Previously admitted students who were academically dismissed from the University. (students placed under the "**Academic Dismissal**" status).

Lectures' Venues

Underlined venues are the ones that have got a lift facility. Rooms whose number begins with (1)are located in the ground floor, (2 located in the first floor and (3) located in the second

Floor.



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

Men's Campus Buildings	Code		
Computer labs and Foundation	A06		
Men's Main Building	B05		
Inb Khaldoon Halls	B11		
Researchers Offices	B13		
Engineering & Science Corridors	BCR		
Business and Economics Building	H08		
College of Medicine Building	H12		

Men Campus Corridors in College of Arts & Sciences (CAS) and College of Engineering (CENG)

College of Art

College of Engineering



Corridor	Code	Corridor	Code
Corridor 1	BCR A	Corridor 6	BCR F
Corridor 2	BCR B	Corridor 7	BCR G
Corridor 3	BCR C	Corridor 8	BCR H
Corridor 4	BCR D	Corridor 9	BCR I
Corridor 5	BCR E	Corridor 10	BCR J

Academic Advisors Contact Information:

Academic Advising Center				
Name	Title	Phone No.	Email	Office Location
Wedad Abdullah Rebeeha	CAA Director	6533	w.rebeeha@qu.edu.qa	Old Women's Library, Room 309



Chithira Johnson	Section Head of Retention	4120	chithira@qu.edu.qa	Old Women's Library, Room 305
Elma Atic	Academic Advising Unit Head	3875	elmaatic@qu.edu.qa	Old Women's Library, Room 303
Farjana Mahjabin	Assessment Coordinator	7948	farjana@qu.edu.qa	Old Women's Library, Room 310
Rizwan Gitay	Retention Coordinator	5971	grizwan@qu.edu.qa	Old Women's Library, Room 306
Suzan Omar Turkiah	Administrative Coordinator	5944	sturkiah@qu.edu.qa	Old Women's Library, Room 308
Tamara Zaghmout	Academic Advising Coordinator	5908	tzaghmout@qu.edu.qa	Old Women's Library, Room 311

College Of Arts & Sciences				
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Shouroq AbdoulQader Al Qahtani	CAS Section Head	5320	sh.alqahtani@qu.edu.qa	Science Building, Female Campus, Room B228
Saher El-Atawy	First Year Unit Head	7912	selatwy@qu.edu.qa	Main Women's Building, Room 201
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Maison Abdulrahman Aldalis	Academic Advisor	5979	m.aldalis@qu.edu.qa	Main Men's Building, Room 145



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College of Business & Economics				
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Maha Jassim M J Al-Thani	CBE Head	5021	m.jassim@qu.edu.qa	College of Business and Economics, 2nd Floor, Room C-204
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College of Engineering				
Name	Title	Phone	Email	Location
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				Science Building, Female Campus, Section E, Room E-104
Abeer Mousa	Senior Academic Advisor	3866	mousaabeer@qu.edu.qa	Male Engineering Building BCR, Corridor H, Office H201
Assem Hassanian	Senior Academic Advisor	6381	ahassanain@qu.edu.qa	Male Engineering Building BCR, Corridor H, Office H201
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				Corridor H, Office H201
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College of Education				
Name	Title Location	Phone	E.Mail	
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Fatima Al-Meraikhi	Academic Advisor	-	falmeraikhi@qu.edu.qa	Main Women's Building, 1st Floor, C040, Room 166

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				Economics, 2nd floor, Room C-222
Hadi Fayez Elmoghazy	Academic Advisor	6701	h.elmoghazy@qu.edu.qa	College of Business and Economics, 1st floor, Room E-105

College of Pharmacy				
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College of Medicine				
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College of Sharia & Islamic Studies				
Name	Title	Phone	E.Mail	Location



Abdullah Hamad Al-Muraikhi	CEDU, CLAW, AND CSIS Head	5977	abdullah.almu raikhi@qu.ed u.qa	Main Men's Building, Room 101
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