Student Notebook

1439 - 1440 AH

2018 - 2019 AD

هدف ● إبداع ● إنجاز
الأنشطة الطلابية والموهبة والإبداع

كليات المعرفة
ALMAAREFA COLLEGES

Academic Calendar

Dear Student(s):

Al Maarefa's academic calendar outlines all the important dates for the academic year of 2018/2019.

instructions

You can access the online version through the following link

http://www.mcst.edu.sa/ar/academic-calendar

Academic calendar for the first semester

class starts	2017/09/17	1438/12/26	Sunday
National Day	2017/09/24	1439/01/04	sunday
Resuming classes after National Day	2017/09/25	1439/01/05	monday
Male Students' Forum 10am – 12pm	2017/10/17	1439/01/27	Tuesday
Female Students' Forum 10am – 12pm	2017/10/18	1439/01/28	wednesday
Starts of First Midterm Exams	2017/10/22	1439/02/02	Sunday
Starts of Second Midterm Exams	2017/11/26	1439/03/08	Sunday
Beginning of Exams for general subjects	2017/12/24	1439/04/06	Sunday
Beginning of final examinations	2017/12/31	1439/04/13	Sunday
Mid-year vacation for students starts at the end of this day	2018/01/11	1439/04/24	wednesday

Academic Calendar for the Second Semester

class starts	2018/01/21	1439/05/04	Sunday
Male Students' Forum 10am – 12pm	2018/02/20	1439/06/04	Tuesday
Female Students' Forum 10am – 12pm	2018/02/21	1439/06/05	wednesday
Starts of First Midterm Exams	2018/02/25	1439/06/09	Sunday
Parents meeting (after Maghreb's prayer)	2018/03/28	1439/07/11	wednesday
Starts of Second Midterm Exams	2018/04/01	1439/07/15	Sunday
Start of registration for summer semester	2018/04/29	1439/08/13	Sunday
Beginning of Exams for general subjects	2018/04/29	1439/08/13	Sunday
Beginning of final examinations	2018/05/06	1439/08/20	Sunday
Mid-year vacation for students starts at the end of this day	2018/05/15	1439/08/29	Tuesday

World Health Days

International Day	AD	AH	Day
alzhemer Disease International day	2017/09/21	1439/01/01	thursday
world pharmacist day	2017/09/25	1439/01/05	monday
world heart day	2017/09/29	1439/01/09	friday
International Day of Older Persons	2017/10/01	1439/01/11	sunday
Breast Cancer Awareness Month	2017/10/01	1439/01/11	sunday
world osteoporosis day	2017/10/20	1439/01/30	friday
lung cancer awareness month	2017/11/01	1439/02/12	wednesday
world diabetes day	2017/11/14	1439/02/25	tuesday
World Day of Disabled Persons	2017/12/03	1439/03/15	sunday
world cancer day	2018/02/04	1439/05/18	sunday
world kidney day	2018/03/09	1439/06/21	friday
world health day	2018/04/07	1439/07/21	saturday

MY NOTES

Admission Guide

Admission Notification

The College(s) Number is considered as the "Student Identification Number".

Medical Check-up

The medical check-up should be submitted to the Admission & Registration Department, a week PRIOR to the date of check-up.

Almaarefa Academic Portal

Instrutions

Access Al Maarefa and Science Colleges Website ⟶ Current Students ⟶ Academic Portal E-Regristration Section

User Type: STUDENT

Username: College Number e.g. 1510000

Password: The Student ID Number / 1010000

*** Once accessed, the student is required to change the password.*

Parent(s) access:

Parent(s) can follow-up on the student's academic status through the electronic gate:

User name: Student ID

Password: Identification Number

Admission Guide

Services

The student can see their registered academic subjects, equivalent subjects, add and/or drop courses, as well as view their monthly and final exam grades.
Additionally, the student can track absences, withdraw from a course or semester, postponse their studies and offically withdraw from the college.

How to Access Student College E-mail:

This is the official electronic e-mail for every student to communicate with other students and faculty staff.

Al-Maarefa Colleges Website ⟶ Current Student ⟶ Student's E-mail.

E-mail: ID@student.mcst.edu.sa

Password: ID e.g.1010000

Contact

Administration	E-mail
Registration & Admission (Male)	*arm@mcst.edu.sa*
Registration & Admission (Female)	*arf@mcst.edu.sa*
Student Affairs (Male)	*sa@mcst.edu.sa*
Student Affairs (Female)	*saf@mcst.edu.sa*
For more information	*info@mcst.edu.sa*

Registration Guide

Academic Schedule

Students can receive their schedules from Al-Maarefa's Academic Gate.

Adding and Dropping courses

It is permissible for a student to add or drop a course for his study schedule before the end of the second week of the semester. A student can consult the preparatory department for registration enquiries.

Postponement of a semester

A student may refund his fees before submitting his application for postponement as follows:
A student may refund %100 of the fees if he/she submits his application before the end of the first week of the semester.

Withdrawal from a semester:

A student can refund his fees as follows:
-1 Refund %50 of a semester if he/she submits his application before the end of week five of the semester.
-2 It is not permissible for a student to refund all or some of the fees, if he submits his application after the end of week five.

Registration Guide

Withdrawal

It is not permissible for a student to refund some or all of the tuition fees if she withdraws from the colleges. A student can read the by law and implemented rules which are available in the colleges' site.

Academic Advisor

For each a student there is an academic advisor, to help and instruct throughout their duration of the study. A student can identify her advisor via accessing the electronic academic gate.

Equivalent subjects for transferred and bridging students

Students can identify the equivalent subjects when they access the electronic academic gate, the equivalent subjects are highlighted in blue color, the equivalent subjects are considered only pass.

Equivalence Conditions

- Study in a recognized university or college.
- Present an original copy of the academic register.
- Observance of equivalence conditions as stated in the by law and implemented rules.

Scholarship Guide

A student can apply for a scholarship from the designated organizations through the Scholarship Office. In accordance to conditions and rules set by the donors. Terms & Conditions can be accessed by visiting the organizations' website or by enquiring at the scholarship office in the colleges.

Please Note: *Applying for a scholarship is the student's responsibility. Nonetheless, students are required to fulfill the paymet obligations before the* **FIRST** *day of the semester.*

For more information, please contact the Scholarship Office or send an e-mail to the following address:

Scholarship office e-mail (female)

sf@mcst.edu.sa

Scholarship office e-mail (male)

scholarship@mcst.edu.sa

Tuition & Fees

Tuition & Fees can be paid through the following:

1. **Accounting Office No. F32 (Female Campus).**
2. **Scholarship Office (Male Campus)**
3. **Deposit the fees to the following bank accounts:**

BANK	IBAN
Al-Rajhi Bank for investment:	SA3080000706080104O
Samba Group:	SA9840000000000025224976
Al-Bilad Bank:	SA9415000555105176930014
Al-Enma Bank:	SA5605000098200144863001

Information needed for Proof of Payment:

1. **Transaction or deposit receipt being made to Al-Maarefa Colleges for Sciences and Technology.**
2. **Present a copy of deposit or transaction receipt to either Accounting Office or Scholarship Office.**

*Students can also send a copy of the deposit form via e-mail to the Scholarship Office. **Please included all the students details.***

Emergency Evacuation procedure

1

In case of emergency, an SMS text will be sent to the students' cellphones and e-mails. For female students a SMS text will be sent on their parent's mobile, explaining the cause of evacuation.

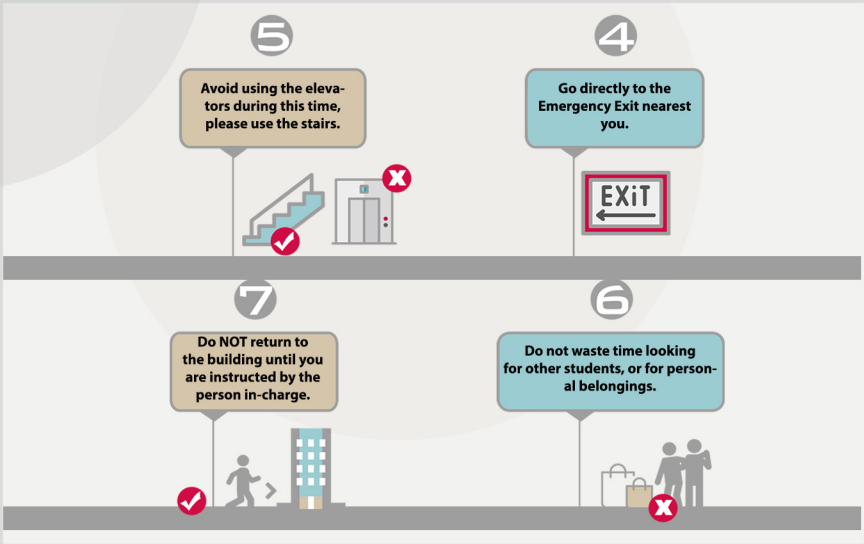
2

When you hear the ringing alarm, leave your place immediately and go to the assembly point. Follow the instructions given by the person in charge at the evacuation site.

3

Follow instructions.
Do not worry, just folow the person in charge.

Evacuation Mechanism in Emergency Time



Weekly schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM	PRAYER BREAK				
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
Notes					

AUG SEP DUH AL-HIJJAH 1438 2017

CLASS STARTS

SAT	FRI	THU	WED	TUE	MON	SUN
4 / 26	3 / 25	2 / 24	1 / 23			
11 / 2	10 / 1	9 / 31	8 / 30	7 / 29	6 / 28	5 / 27
18 / 9	17 / 8	16 / 7	15 / 6	14 / 5	13 / 4	12 / 3
25 / 16	24 / 15	23 / 14	22 / 13	21 / 12	20 / 11	19 / 10
			29 / 20	28 / 19	27 / 18	26 / 17

GRADES TABLE

SUBJECT	Monthly Exam 1	Monthly Exam 2	Quizzes	Homework	TOTAL

SEP OCT MUHARRAM 1439 2017

- National Day
- Resuming classes after National Day
- Male Students' Forum
- Female Students' Forum

SAT	FRI	THU	WED	TUE	MON	SUN
3 23	2 22	1 21				
10 30	9 29	8 28	7 27	6 26	5 25	4 24
17 7	16 6	15 5	14 4	13 3	12 2	11 1
24 14	23 13	22 12	21 11	20 10	19 9	18 8
	30 20	29 19	28 18	27 17	26 16	25 15

EXAM SCHEDULE

Subject	Date	Exam Time	NOTES

OCT
NOV

SAFAR
1439

2017

Starts of First Midterm Exams

SAT	FRI	THU	WED	TUE	MON	SUN
1 21						
8 28	7 27	6 26	5 25	4 24	3 23	2 22
15 4	14 3	13 2	12 1	11 31	10 30	9 29
22 11	21 10	20 9	19 8	18 7	17 6	16 5
29 18	28 17	27 16	26 15	25 14	24 13	23 12

MY NOTES

NOV
DEC

RABI.I
1439

2017

Starts of Second Midterm Exams

SAT	FRI	THU	WED	TUE	MON	SUN
7 25	6 24	5 23	4 22	3 21	2 20	1 19
14 2	13 1	12 30	11 29	10 28	9 27	8 26
21 9	20 8	19 7	18 6	17 5	16 4	15 3
28 16	27 15	26 14	25 13	24 12	23 11	22 10
					30 18	29 17

Weekly schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM	PRAYER BREAK				
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
Notes					

DEC RABI.II 2017
JAN 1439 2018

- Beginning of Exams for general subjects
- Beginning of final examinations
- Mid-year vacation for students starts at the end of this day

SAT	FRI	THU	WED	TUE	MON	SUN
5 23	4 22	3 21	2 20	1 19		
12 30	11 29	10 28	9 27	8 26	7 25	6 24
19 6	18 5	17 4	16 3	15 2	14 1	13 31
26 13	25 12	24 11	23 10	22 9	21 8	20 7
			30 17	29 16	28 15	27 14

GRADES TABLE

SUBJECT	Monthly Exam 1	Monthly Exam 2	Quizzes	Homework	TOTAL

JAN
FEB

JUMADA'I 1439

2018

CLASS STARTS

SAT	FRI	THU	WED	TUE	MON	SUN
3 20	2 19	1 18				
10 27	9 26	8 25	7 24	6 23	5 22	4 21
17 3	16 2	15 1	14 31	13 30	12 29	11 28
24 10	23 9	22 8	21 7	20 6	19 5	18 4
	30 16	29 15	28 14	27 13	26 12	25 11

EXAM SCHEDULE

Subject	Date	Exam Time	NOTES

FEB
MAR

JUMADA'II
1439

2018

- Male Students' Forum
- Female Students' Forum
- Starts of First Midterm Exams

SAT	FRI	THU	WED	TUE	MON	SUN
1 17						
8 24	7 23	6 22	5 21	4 20	3 19	2 18
15 3	14 2	13 1	12 28	11 27	10 26	9 25
22 10	21 9	20 8	19 7	18 6	17 5	16 4
29 17	28 16	27 15	26 14	25 13	24 12	23 11

MY NOTES

MAR
APR

RAJAB
1439

2018

- Parents meeting (after Maghreb's prayer)
- Starts of Second Midterm Exams

SAT	FRI	THU	WED	TUE	MON	SUN
7 24	6 23	5 22	4 21	3 20	2 19	1 18
14 31	13 30	12 29	11 28	10 27	9 26	8 25
21 7	20 6	19 5	18 4	17 3	16 2	15 1
28 14	27 13	26 12	25 11	24 10	23 9	22 8
					30 16	29 15

Weekly schedule

Time	Sunday	Monday	Tuesday	Wednesday	Thursday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM	PRAYER BREAK				
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
Notes					

APR
MAY

SHAABAN
1439

2018

- Beginning of Exams for general subjects + Start of registration for summer semester.
- Beginning of final examinations
- Mid-year vacation for students starts at the end of this day

SAT	FRI	THU	WED	TUE	MON	SUN
5 21	4 20	3 19	2 18	1 17		
12 28	11 27	10 26	9 25	8 24	7 23	6 22
19 5	18 4	17 3	16 2	15 1	14 30	13 29
26 12	25 11	24 10	23 9	22 8	21 7	20 6
				29 15	28 14	27 13

MY NOTES

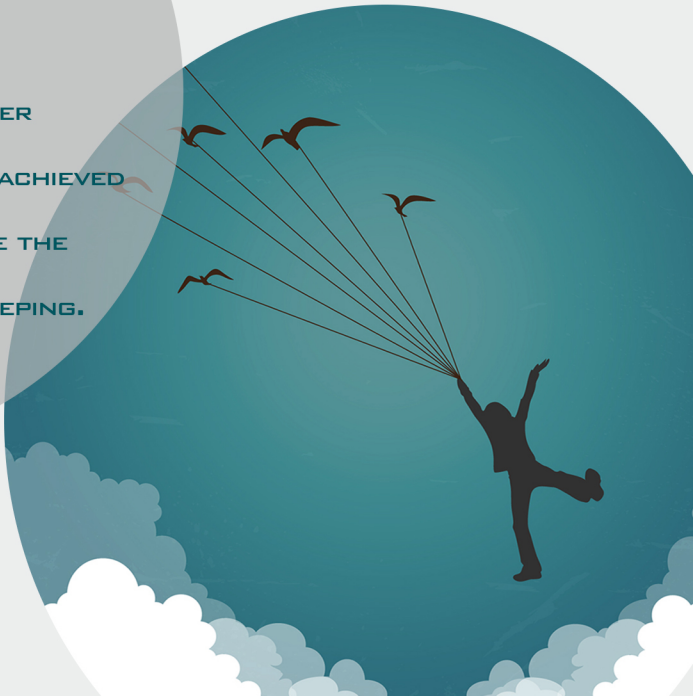
MAY
JUN

RAMADAN
1439

2018

SAT	FRI	THU	WED	TUE	MON	SUN
4 19	3 18	2 17	1 16			
11 26	10 25	9 24	8 23	7 22	6 21	5 20
18 2	17 1	16 31	15 30	14 29	13 28	12 27
25 9	24 8	23 7	22 6	21 5	20 4	19 3
		30 14	29 13	28 12	27 11	26 10

Follow your dreams whatever it takes you. For dreams are not achieved while sleeping, rather they are the ones that prevent you from sleeping.



Rules and Regulations for Undergraduate Study (Translated)

Rules and Regulations for Undergraduate Study (Translated)

Semester GPA:

The total points a student has earned divided by the credit hours assigned for all courses taken in a given semester. The total points are calculated by multiplying the credit hours by the grade points in each course he studies.

Cumulative GPA:

The total quality points a student has earned in all courses he studies since enrolling in the colleges divided by the total number of the prescribed units in the courses.

First semester					
course	No. of units	Grade percentage	Grade code	W. grade	No. of points
Salam101	2	85	B+	3.50	7.00
Physio101	3	70	C	2.00	6.00

First semester: total points (6+7) 13

_____ = 26

Total units 5 (2+3)

Second semester					
course	No. of units	Grad %	Grade code	w. grade	No. of points
Arab 103	2	96	A+	4.00	8.00
Chem. 01	4	83	B	3.00	12.00

Second semester= total points (8+12) = 20

_____

Total units (2+4) =6

Cumulative GPA= total points (20+13)=33

_____ = 3

Total units (6+5)=11

Example of the semester GPA and cumulative GPA calculation

Rules and Regulations of the Study

Regularity

A regular student is required to attend lectures and laboratory sessions, if her attendance is less than %75 of the lectures and laboratory sessions or clinical sessions assigned for each course, then she will be barred from the final examinations, due to her low attendance, and is considered to have failed that course and been given grade DN.

Postponement of the study

A student may apply for postponement of the study before the end of the first week of the semester, with an excuse accepted by the dean, provided that the postponement should not exceed two successive semesters, or three non- successive semesters as the maximum limit for his enrolment in the college, otherwise her registration will be cancelled.

Withdrawal

A student may withdraw from a semester without been considered as fail, if she submits an acceptable excuse approved by the dean of the college before the commencement of the final examinations in accordance to the approved academic calendar. In special cases the colleges' council may grant exception regarding the duration, and given grade (W), the withdrawal period is included in the period required for the completion of the graduation requirements.

Rules and Regulations of the study

Dropping and adding courses

A student may drop or add a course to her schedule before the end of the second week from the commencement of the semester, the course load must not be less than the maximum limit of the load, the dropped course won't be recorded in her academic registration.

Transfer

A student may transfer from a college to another if the two deans of the colleges approved that, in accordance to the conditions approved by the colleges' council, all the courses a student previously studied are registered in his Academic Report. That may include grades, semester average and accumulative throughout his studies in the colleges.

Rules and Regulations of the study

Dismissal from the Colleges

A student will be dismissed in the following cases:

a- If he receives three successive academic probations for having accumulative GPA lower than 1 out of 4, he/she may be grant a fourth chance to improve his/her accumulative GPA if he/she receives 48 points out of 12 study units.

b- If a student fails to complete the graduation requirements within a maximum additional period equal to one-half of the period determined for his/her graduation in the original program period, the college council may grant an exception to give a student opportunity to complete the graduation requirements within an additional period of a maximum duration equal two-times or double duration specified for duration.

Withdrawal from a course

A student may withdraw after submission of an acceptable excuse approved by the dean of the college, provided that his academic load should not be less than the minimum load, the college council may grant exception. The withdrawal application should be submitted before the commencement of the final examinations in accordance to the academic calendar. As for a student belongs to the colleges whose courses are divided into blocks, they may withdraw from a course or more in a semester and that is also should be before the commencement of the final examinations of the block. "W" grade will be recorded for withdrew student. The tuition fees are not refundable.

GRADES

Einglish	Arabic	grades			in Einglish	in Arabic
		4	5			
Exceptional	ممتاز مرتفع	4.00	5.00	95 - 100	+A	أ+
Excellent	ممتاز	3.75	4.75	90 - 95	A	أ
Superior	جيدجدا مرتفع	3.50	4.50	85- 90	+B	ب+
Good Very	جيدجدا	3.00	4.00	80 - 85	B	ب
Average Above	جيد مرتفع	2.50	3.50	75 - 80	+C	ج+
Good	جيد	2.00	3.00	70 - 75	C	ج
Pass High	مقبول مرتفع	1.50	2.50	65 - 70	+D	د+
Pass	مقبول	1.00	2.00	60 - 65	D	د
Fail	راسب	0	1.00	less than 60	F	هـ
Progress-In	مستمر	_	_	_____	IP	م
Complete-In	غير مكتمل	_	_	_____	IC	ل
Denied	محروم	0	1.00	_____	DN	ح
Pass-Grade No	ناجح بدون درجة	_	_	60 and more	NP	ند
Fail-Grade No	راسب بدون درجة	_	_	less than 60	NF	هد
Withdrewn	منسحب بعذر	_	_	_____	W	ع

Honors Degree

An honor degree is granted to the student who has earned an accumulative GPA between 2.75 and 4.00 and the time of his/her graduation, second honor degree is granted to the student who has earned accumulative GPA from 3.25 to less than 3.75 at the time of his/her graduation. The student who is eligible for the first or second honors must meet the following criteria:

a- He/she must not have failed any course at the college or any other college.

b- He/she must have completed all graduation requirements within specific period, the maximum of which is the average of the maximum and minimum limits for completing his/her degree in the college.

c- He/she must have completed not less than %63 of the graduation requirements.

Graduation Grades

The general grade assigned to the cumulative GPA at the time of graduation is based on his/ her cumulative GPA as follows:

-1 Excellent- if the accumulative GPA is not less than 3.50.

-2 Very good- if the accumulative GPA is 2.75 or higher but less than 3.50.

-3 Good- if the accumulative is 1.75 or higher but less than 2.75.

-4 Pass- if the accumulative GPA is 1.00 or higher but less than 1.75.

Do not lose hope or get frustrated,

ALLAH SWT will enrich you.

For whoever puts their Trust in GOD,

HE will suffice them.

Service May concern you....

Students' Affairs

Students' Affairs Administration provides electronic services to the student through their studies in the colleges, such as:

- Updating students' data.
- Issuing Colleges' IDs for new students or duplicate.
- Issuing exit and check-out cards. (only female).
- Selling uniforms for all majors.
- Receiving absence excuses.
- Declaring newly issued rules and regulations.

Statement

The students' Affairs issues different statements for the students for different purposes.

Mechanism of Accepting Excuses

A student is obliged to attend lectures and examinations, in case of absence for compulsory and un avoidable causes, a student must submit absence excuses, and his absence is considered as an excused absence, then a student is allowed to re-take a make-up whether it is mid-term or final exam in accordance to the following conditions:

-1 Submitting documents support the cause of absence, such as medical report issued by a government center or a hospital or a private hospital.
-2 Filling out an application for absence in the students' affairs. It should be noted that filling out an application doesn't mean acceptance.
-3 The excuse should be submitted immediately after absence in a period of not less than 7 days from the absence.
-4 The application is investigated by the head of the concerned department, then a decision is issued whether acceptance or rejection.
-5 In case of acceptance, the absence whether lecture or lab is not recorded in his/her academic record.
-6 In case of rejection the absence is recorded and considered as un excused absence which may lead to denial of his/her continuation the course.
-7 A student may consult the students' affairs the acceptance or rejection of his/her excuse.

Excuses
Lectures

Mechanism of Accepting Excuses

Examination excuses:

-1 Submitting documents support the cause of absence such as medical report issued by a government medical center or a government hospital or a private one.
-2 Filling out a make-up form in the students' affairs.
-3 The absence excuse should be submitted immediately after the exam, in a period of not less than 5days.
-4 The application form is investigated by the concerned department council, then a decision is forwarded to the college's council, then a decision is issued whether with acceptance or refusal.
-5 In case of acceptance, the decision is moved to the college's council, the college's council issued a decision whether with acceptance or refusal.
-6 In case of refusal, the student is considered to have failed in the exam and being granted zero grade.

Dear student/ please consider the followings

- To avoid denial of exam entry %75 of lectures attendance is compulsory.
- A medical report from a private clinic is not acceptable.
- A medical excuse which submitted after 7 days of the exam date is rejected.
- It is obligatory to present the followings:

-1 Subject's number and code in Arabic
-2 Section number and date of absence according to the AD calendar, instructor's name, and university ID.

When filling out absence applications
the followings should be observed:

- Accuracy is required, for there is no chance for amendment.
- In case of death of a relative, the death certificate or report is forwarded to the college's council for investigation, and a decision is issued whether with acceptance or refusal.

Mechanism of Leaving the Colleges during the Day for Female students

It is allowed for female students to leave the colleges officially at 11:00 am, and it is not allowed to leave the colleges before that unless an exit card is issued. The exit card is issued by students' affairs based on the following conditions:

Conditions

-1 Exit application should be filled out by the parent.

-2 A parent has to present his ID or family ID.

-3 A student should complete exit procedures in the students' affairs before she receive the exit card.

-4 The exit card is valid for a year, and it can be renewed from the students' affairs.

-5 It is not allowed for a student to leave the colleges and return in the same day.

Graduation Section

The main mission of this section is to follow and communicate with graduates, and supply them with information services regarding training opportunities in both sectors government and private; it also helps them to get jobs that suit their majors, and identifies the labor market requirements. It also familiarizes private and government sectors with the colleges' competent graduates with their different majors.

Services

-1 Sends invitations to attend scientific events held by the colleges.
-2 Sends invitations to attend annual festivals held by the colleges.
-3 Supplies the sponsored organizations for recruitments of the colleges' graduates, and those who are expected to be graduates.
-4 Specifying the job opportunities and updating and updating them for the colleges' graduates.

Contact graduation section

E-mail: graduates@mcst.edu.sa

Students' Guidance and Advice Section

This section adheres to satisfy students' needs through plans and programs, and ambitious plans which are likely to be applied in reality. The advisory section directs and instructs students in the following ways:

Services

-1 Helps and supports students to find solutions to the problem which they may face, whether they are academic solutions or psycho-social solutions.

-2 Directs and advises new students through participation in social gathering which held in the first week each semester.

-3 Supplying protective and advisory services for the new students through the electronic channels and official e-mails.

-4 Conducting courses and workshops, as well as students' activities which help in supporting students academically.

-5 Follows-up the consultant's box.

-6 Follows-up students who face difficulties, and draw plans to overcome academic difficulties.

-7 Follows-up students who are frequently absent, and investigates the causes of their absence, makes a remedial plan which helps them overcome the difficulties they may face.

-8 Supports the out-standing students to utilize their potentialities.

Dear students (female)

The guidance and advice section is your close consultant, please do not go far.

Students' Rights Section

This section solves students' disputes within the colleges' community; the section also provides other services.

Services

-1 Provides consultations for a student regarding the academic difficulties.
-2 Follows-up students' complaints and grievances.
-3 Examines a student's documents.
-4 Demonstrates the rules and procedures a student must follow when he submits a grievance.

Dear student
Please always do remember to bring any documents that may support your complaint, please also observe the time for submission which is 15 days from the incident.

Students' Activities

Al- Maarefa Colleges aims at supporting students' activities by establishing strategic objectives to support the talented and out-standing students, and to build-up an integrated personality for a student, who will be able to innovate in various fields. The center introduces the following services.

Services

- Students' clubs
- Social service programs
- Quality initiations
- Preliminary programs for new students
- Students' forums
- Students' council
- Advisory program unit which serves students academically and psycho-socially through prescribed supportive activity programs.

Dear student

In case a student wishes to initiate or participate in any activities whether inside or outside the colleges, the students' activities section is the section concerns with such activities, and your ideas and innovations are very

Mechanism for Conducting Activities

1. An application for conducting activities is requested from students' activities section, filling out the form. Instructions and conditions which are attached with the form should be observed.

2. The application form should be submitted to the students' activities section for approval, the answer is expected in a period of time not more than a week.

3. If the activity is a curriculum activity, the colleges are not obliged to pay the financial cost the conducted activity may require, but if it is not a curriculum activity the colleges are obliged to have all the financial cost.

4. Un approved invoices shall not be accepted, the invoices can only be paid after presenting the purchasing lists.

5. The activity shall be scheduled in accordance to the approved activities schedule prepared by the section, to avoid contradiction which may occur due to conducting different activities at a time. The administration of students' activities has the full right to cancel any illegal activity

6. No activity will be held without prior approval, whether the activity in the colleges' premises or outside.

Activities Points Program(My points)

The primary idea of activity points aim at motivating students to participate in preparing and conducting students' activities, each a student who takes part in activities would get some points according to the type of participation she/he takes part in, in the end of the academic year the total points are calculated for student.

What do the points do for the student?

-1 In the end of the academic year, a student is rewarded as per the points she/he achieved.

-2 Preference is given to the student who collects the most points to take part in activities and picnics outdoors.

Calculation of points:

Types of participation	No. of points
Student in charge of activities	3 points
Preparing designing coordinating activities	2 points
Volunteering and participation in organizing activities	1 point
Safety of borrowing tools	1 point
Writing activity report	1 point

Rules of collecting points

-1 A student must have a clean record without putative penalties.

-2 A student must abide by the approved rules and conditions for conducting activities.

Follow your dreams whatever

far and UN attained might be,

for dream is not that you see in sleep,

but it is the one which prevents your sleep.

What is Student Council?

Student Council is made-up of the elected students who will represent every major.
The Student Council is the voice of the student body. They help share the ideas, interests and concerns within the college's community.

Council Objectives

1. To enhance communication between students, faculty staff, management, and parents.
2. To promote an environment conducive to educational and personal development.
3. Co-ordinate and participate in students' activities held by the colleges.
4. To guide new and current students, in order to enhance their academic engagement within the college.

Contact

Female students: fsc@student.mcst.edu.sa

Male students: sc@mcst.edu.sa

Students' Clubs

Leave A Memory Club: It is a youth team interested in the film making to deliver an important message to the largest cross section of the society via the social media; it is also interested in coordinating the voluntary initiations.

Reading Club: (male and female): It includes a group of students who encourage reading to form enlightened students' society, and to circulate literacy among colleges' students of both campuses.

Anti-Corruption Club: It is formed as a positive response to the recommendation delivere by Anti-Corruption Organization, its main aim is to make a student an essential partner in the process of the awareness of anti-corruption program (Nazaha) it includes both female and male campuses.

Health Education Club: It includes male and female students of Al-Maarefa Colleges, it is interested in conducting educational and awareness activities in the field of health specialties. The club also celebrates the International Health Days and Occasions.

Scientific Research Club: For both male and female students, the group included in this club shared common interest that is scientific research education, the club works for elevating students' research skills to carry out out-standing and distinguished research. This club with its mission supports the colleges' mission and vision as pioneering colleges.

Talents and Creativeness

Talent and creativeness center endeavors to achieve the colleges' vision in supporting talents and creativeness through the strategic and enriched programs, to build data base about talented and innovative students in the colleges, and to furnish their path by building up suitable environment in which their talents could be flourished.

Objectives

-1 Specifying talented students in the colleges.

-2 Introducing scientific programs to enhance and enrich their talents.

-3 Exchanging experiences in talents and innovations field for the talented students.

-4 Coordination with individuals and organizations and signing agreements and partnerships with the concerned institutions.

Talents and Innovation programs

-1 Discover and sponsor talented students.

-2 Participating in competitions and events for talented.

-3 Training and development programs.

Talents and Creativeness

Talent and Innovation Club

It is students' club follows the policy of clubs in the colleges; it includes talented and innovative students, in it the periodical meetings were held to follow-up and develop talented students.

Conditions for Joining the Club

-1 A member should be a regular student.

-2 A member should abide by polices and rules of the colleges.

-3 A member should participate in the club's events.

Don't Give UP

What is students' Council?

The students' Council is made-up of the elected students to represent every major. The council devotes on delivering students' voice and needs to the colleges' deanships, and faculty staff.

Council's Objectives

-1 Deliver students' claims within the colleges to the upper administrations.

-2 Conducting programs and social gathering to strengthen relations among the students.

-3 Participating actively in students' activities held in the colleges.

-4 Directs and instructs new students and helps them to carry out their daily academic activities, and to understand colleges' rules.

Contact

Female students: fsc@student.mcst.edu.sa

Male students: sc@mcst.edu.sa

MY NOTES

Al Maarefa Science & Technology Clinic

CLINIC OFFICE

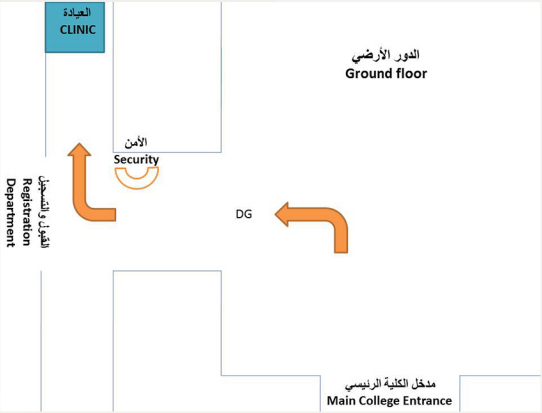
0114903555 - EXT 3420

HOURS OF OPERATION

8:00 AM TO 4:00 PM (SUNDAY - THURSDAY)

The Clinic provides the following Medical Services:

- PAIN KILLERS
- CHECK FOR HIGH BLOOD PRESSURE – HYPERTENSION.
- BLOOD SUGAR TEST - HYPERGLYCEMIA & ASTHMA.
- OXYGEN VENTILATION.



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The Student Notebook is issued in the beginning of the Academic Year by the Department of Creativity & Talent.

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