

# Guide for new students

Dear students...

We are pleased to welcome you at AlMaarefa University. We will provide you with some important information which helps you to achieve academic success...

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**We wish you all the best**



# Admission

## Admission Notification

It contains the academic number which is considered as student identity in the university.

## Medical Examination

The Medical examination check up report must be submitted to the Admission and Registration department.

## Academic Portal Login

UM website > Current Students > academic portal.

**Username** Academic number

**Password** National ID

students are required to modify it later, Student's guardian may follow up student's academic status through the academic portal.

**Username** MCST>> Academic number

**Password** student National ID

Through the Academic Portal, students may find their attempted courses, equalized courses, printing schedule, result of mid and final exams, absence rate as well as requesting academic transection (Course Withdrawal, Semester Suspension and Withdrawal and Withdrawal from university).

## E-Learning System (MOODLE)

Each student has an account that aids in understanding lectures, carrying out assignments and other services..

## MOODLE Login

UM website > Current Students > E-learning System > Access to the E-Learning Management System

**Username** Academic number

**Password** National ID

## Students Mail

Each student has an official university e-mail to communicate with university and department.

## EMail Login

UM website > Current Students > Students e-mail.

## Uniform and university card

Students are required to receive their university uniform and issuing university card from students' affairs department.

A large teal octagon with the word "Registration" in white. Above it are two smaller hexagons, one yellow and one white.

# Registration

## Schedule

Students get their schedule through the academic portal

## Drop and Add:

Student is allowed to drop/add courses to his/her schedule before the end of the second week of the semester.

## Semester Suspension

٪100- refund for a semester tuition if a student Suspension request is submitted before the end of the first week of the semester.

## Semester Withdrawal

Students may be refunded tuition based on:

- 1** ٪50 of tuition fees if he/she has submitted the request before the end of the fifth week of the semester.
- 2** Total or partial refund is denied if the student's request is submitted after the end of the fifth week.

## Withdrawal from the University

Student can withdraw from University after he/she fulfills all the financial issues related to the university, clearance has to be finalized and been given student file.

## Academic Advisor

Each student has an academic advisor who help they help and guide a student throughout their studying years.

The academic advisor is identified on the Academic Portal.

## Courses Equivalency for Transferred Students

Students can find their equivalent courses through the academic portal. (Equivalent courses are shown in blue color and are calculated within the passed hours only without counted in GPA).

## Equivalency Terms and Conditions

- ◆ Student must have studied at an accredited college or university.
- ◆ a student has to submit official academic transcript.
- ◆ Submit Approved academic courses specifications from previous university/college.
- ◆ Students are subjected to the conditions and terms of the Bylaws for Undergraduate. Study and Examination and AlMaarefa university Implementation Rules.



# Students scholarship

## Charity Committee for Orphans Care:

You can check the conditions and procedures of scholarship offered through visiting the website([www.ensanonline.com](http://www.ensanonline.com)).

## AlMaarefa university Scholarship:

AlMaarefa university offer the following scholarship:

- ◆ Competitive scholarships for outstanding students.
- ◆ Sibling discount.

For more details and information, visit the scholarships department or AlMaarefa university website.

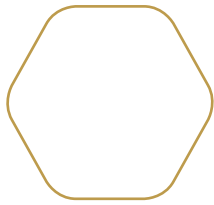
## tuition fees

### Deposit fees through the following accounts:

Bank	IBAN
Al Rajhi bank	SA3080000470608010400001
Samba Financial Group	SA9840000000000225224976
Bank Albilad	SA9415000555105176930014
Alinma Bank	SA0605000068200144863001

## To transfer or deposit

- ◆ Transfer/deposit to ( ALMAAREFA University.)
- ◆ Send a copy of deposit/transfer to the Scholarships e-mail.



It contains all important dates for student's academic life in the university.

### **To Access:**

UM website > Academic calendar

Or

UM website > Current Students > Academic portal > Academic calendar.



### **To Contact Us:**

General inquiries

[info@mcst.edu.sa](mailto:info@mcst.edu.sa)

#### **MALE**

Department of Admissions & Registration

[arm@mcst.edu.sa](mailto:arm@mcst.edu.sa)

Department of Scholarship

[scholarship@mcst.edu.sa](mailto:scholarship@mcst.edu.sa)

Department of Student Affairs

[sa@mcst.edu.sa](mailto:sa@mcst.edu.sa)

#### **FEMALE**

Department of Admissions & Registration

[arf@mcst.edu.sa](mailto:arf@mcst.edu.sa)

Department of Scholarship

[sf@mcst.edu.sa](mailto:sf@mcst.edu.sa)

Department of Student Affairs

[saf@mcst.edu.sa](mailto:saf@mcst.edu.sa)

### **For more information you can check:**

- ◆ Bylaws for Undergraduate Study and Examination with Almaarefa University Implementation Rules.
- ◆ Grievance & Conduct Bylaws.
- ◆ Interns Regulation.  
Through UM Website > Current Students