جامعة المستقبل
Mustaqbal University
أول جامعة أهلية بمنطقة القصيم

Admissions and Registration Guide

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1. Introduction

The Admissions and Registration Department works to facilitate and streamline admission, registration, transfer, and graduation procedures at Mustaqbal University. The department has developed course admission and registration procedures through an electronic portal accessible to students on the university website. The department is committed to maintaining the privacy and confidentiality of student information. It also strives to increase student awareness of their academic status, academic affairs, and related regulations and procedures, enabling them to monitor their progress through their online accounts.

2. Admissions and Registration Department Goals

1. To secure a university place for every student who meets the admission requirements.

2. To attract the best students to the university, including high school graduates, transfer students, and bridging students from the Qassim region and beyond.

3. To educate students about study and examination regulations and procedures through various means both within and outside the university.

4. To document students' academic records and ensure their continuous electronic updating.

5. To develop and adapt technology within the department so that students can manage their academic affairs from anywhere. 6. The university is committed to facilitating and completing student graduation procedures smoothly and efficiently within the timeframe specified in the academic calendar.

For more information, the student can visit the administration's website on the Mustaqbal University page via the following link: Click Here

3. University Admissions and Registration Requirements

The University Council approves the admission requirements and procedures for each college based on the recommendations of the college councils. The proposed enrollment numbers for each college and program are also approved annually by the University Council and published on the Deanship of Admission and Registration website.

4. Admissions and Registration Department Tasks

The department serves students through the following tasks:

1. Admissions Procedures:

   • Preparing the online admissions portal

   • Receiving admission applications and verifying documents

   • Applying admission requirements

• Issuing admission results and assigning student ID numbers

• Preparing data and statistics related to admissions results

2. Registration Procedures:

• Opening and preparing class schedules for colleges

• Preparing the online registration portal

• Organizing registration periods

• Enabling student registration for courses

3. Academic System

• Academic structure

• Entering study plans

• Managing the academic system

4. Issuing Documents and Certificates:

• Issuing lists of expected graduates

• Preparing graduates

• Approving graduates

• Calculating cumulative GPA

• Issuing and certifying documents

• Approving graduation certificates by the authorized official

5. Academic Transactions

• Preparing the online portal for academic transactions

• Organizing academic transaction periods

• Opening academic transactions for students

• Enabling students to enter academic transactions

• Processing academic transactions for special cases

6. Academic Transfers and Equivalencies

• Preparing the system for transfers within and outside colleges • Organizing internal and external transfer periods

• Opening academic transfer applications for students

• Processing transfers between majors within the university

  • Receiving applications for equivalency and bridging programs

  • Visiting the university

7. Scheduling Exams:

  • Preparing the system for the final exam dates for colleges

  • Organizing final exam periods

8. Issuing Statistical Data and Reports:

  • Preparing periodic reports on admissions and registration

  • Academic statistics

9. Communicating with Students:

  • Communicating with and guiding new students

  • Providing technical support to students

10. Supervising Electronic Systems:

  • Managing the academic system

  • Data protection

11. Handling Exceptional Cases:

  • Providing solutions for students with special needs

  • Reviewing emergency and exceptional academic cases

12. Continuous Review and Development:

  • Implementing updates to academic regulations and systems

  • Improving procedures in accordance with quality standards

13. Student Services and Procedures:

  • Issuing various student identification letters as needed • Authenticating and stamping academic documents with the "Certified True Copy" seal.

  • Preparing and printing official forms and submitting them to the relevant authorities (e.g., course application forms).

  • Following up on and processing electronic requests submitted by students through the university portal or other official channels.

  • Providing inquiry services and direct support to students, both in person and online.

5. Academic Processes Guide

The academic processes, such as registration, withdrawal, and transfer, are performed by the student through the Student Electronic Portal using the link:
https://gate.uom.edu.sa/qpc/ui/guest/application_online/index/typeApplicationOnlineIndex.faces

The steps of such processes are explained in the Student Electronic Portal Manual.

6. Academic Calendar

Students can review the academic calendar on the university website or contact the Deanship of Admissions and Registration to find and follow it.

University website: https://uom.edu.sa/

Deanship of Admissions and Registration: Link