



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

Student Orientation Handbook

2020-2021 Academic Year



What You Need To Know

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FBSU

Background

FBSU was established in the academic year 2003-2004 in the city of Tabuk with one college, the College of Computing. At the beginning of the academic year 2006-2007, a branch for girls was added and was followed by the addition of the College of Engineering and Business and Management in 2007-2008 and the College of Sciences and Humanities in 2014-2015.

The University is governed by a Board of Trustees chaired by His Royal Highness Prince Fahad Bin Sultan Bin Abdul Aziz. Currently, the University houses five colleges that grant a bachelor's degree in eleven majors and the master's degree in six programs.

Vision

To become a leading university in the Kingdom of Saudi Arabia and beyond in teaching, research, innovation, and community service.

Mission

Providing high quality academic programs and distinguished research through professional teaching and administrative staff, using the latest educational and research equipment in an environment conducive to research, innovation and knowledge building to contribute effectively to build the knowledge society and the knowledge economy, while adhering to the highest ethical standards.

Strategies for Success

- **Conduct**

Treat your peers, staff and faculty with respect and dignity. Act responsibly.

- **Courses**

Read all your course information and complete your assignments on time. Communicate with your instructors if you have problems or questions.

- **Attendance**

Attend your classes regularly and on time. The most successful students often have great attendance.

- **Get Involved**

Take part in FBSU activities. A variety of social activities take place both on and off campus throughout the term. Many of these events require volunteer students.

Freshman Student Orientation

New students are encouraged to attend the orientation sessions organized by Student Affairs Deanship the week before a new term starts. Student Affairs sends out information about orientation closer to the start of student's first term.

Due to the pandemic (COVID-19), the orientation sessions for this academic year 2020-2021 will be held online.

New students will have the opportunity to virtually meet professors, program chairs, the President and current students.

Freshman Student Orientation will include online sessions on:

- Successful tips and strategies
- Tools to help in academic success
- Facilities dedicated to better student service

Foundation Year Program

The FYP aims at preparing the newly admitted students for smooth transition onto their selected academic majors at FBSU by enhancing students' opportunity for success and excellence through:

- Developing students' skills in English.
- Strengthening students' understanding and comprehension of basic mathematical concepts.
- Improving students' IT skills.
- Developing students' analytical and critical thinking abilities.
- Providing students with the basic knowledge and skills to prepare them for academic endeavor.

Bridging Year Program

The Bridging Year Program (BYP) provides opportunities for students who hold a diploma from a two- or three- year technical college to pursue a bachelor's degree at FBSU. The courses of this Program are designed to bridge the gap between a student's prior education and the requirements of the third year university courses as seamless as possible.

The Program could be completed in two semesters or more depending on the entry level of the student, his/her skills, and the sought program of study. Students who pass the BYP need to spend the third and fourth years of the bachelor's degree at FBSU.

Student Affairs

Student Affairs Deanship assists and advises students in areas such as:

- Cultural and social activities
- Sports activities
- Getting involved in student-run-clubs
- Student Bills of rights and responsibilities
- Advising and counselling services
- Other relevant matters

To contact Student Affairs Deanship, please visit the Student Affairs Deanship in the 3rd floor of the main building or send an email to salqarni@fbsu.edu.sa.

Career Development Center

The Career Development Centre offers workshops, one-on-one advice and assistance to students in areas such as:

- Career advising
- Reviewing student résumés and cover letters
- Job search help
- Providing resources on labor market
- Networking skills
- Internship applications
- Mock interviews/Interview Skills
- Employment Resources
- Career Panel/Events and Career Exploration

Student Activities Office

The Student Activities Office is responsible for organizing and supporting a wide range of students' activities. Its mission is to help students reach their full academic potential by collaborating with faculty, staff, and the community to organize extracurricular activities that enrich students' lives in the University. Most students' activities are organized by officially registered clubs and societies, with elected officers.

Finance Department

The Finance Department maintains all the students' financial accounts. The department can assist students with all matters related to their tuition fees, scholarships, outstanding balances, and fines.

Students can contact the Finance Department via email at ogazzawi@fbsu.edu.sa or by visiting the Finance Office on the 3rd floor of the main building.

Library

The library includes study areas equipped with PCs connected to the Internet. Through the library webpage, one can use search engines to access a number of quality information sources electronically in a full-text and full-image format, and popular and scholarly journals, encyclopedias and books held by the Saudi Digital library, as well as ProQuest Central and Ebrary that offer hundreds of thousands of digital titles in all disciplines.

To contact the Library, please visit the Central Library in the 4th floor of the main building or send an email to mdeif@fbsu.edu.sa.

Admission and Registration Department

The Registration Dept. is responsible for managing students' academic records and services from admission to graduation. The department ensures that students' records are accurate and complete to meet students' needs and regulatory requirements. The department provides information and services to students in the following areas:

- Admissions and re-admission
- Transfer credit
- Official confirmations of enrolment
- Scholarships, awards and financial aid
- Students' records and official transcripts
- Academic standing, grades, continuance, and council secretariat
- Course registration
- Graduation

The Registration Dept. can be contacted by sending an email to msalah@fbsu.edu.sa or by visiting the department on the ground floor of the main building.

Minimum and Maximum Course Load

Course load is defined as the number of credit-hours for which a student is registered in a regular semester or a summer session. The course load varies from one major to another and is determined as follows:

▪ Regular Semester

The minimum course load limit is 12 credit hours during a regular semester, provided that the total number of credit hours registered by a student in any two consecutive semesters is not less than 24. This condition is relaxed in the last semester before graduation.

The maximum course load is 19 credit hours. However, a student is permitted to register for up to 21 credit hours with the approval of his/her Dean if the student has maintained a minimum cumulative GPA of 4.00 out of 5.00 in all work undertaken during the preceding terms in which he/she earned his/her last 24 credit hours.

▪ Summer Session

The maximum course load in a summer session is 9 credit hours.

▪ Graduation Term

The minimum course load in this case is 1 credit hour, and the maximum is 22 credit hours during a regular semester and 13 credit hours in the summer session.

▪ Students on Academic Probation

The maximum course load in such case is 13 credit hours in each regular semester. However, students registering on an FYP course are allowed to register for up to 14 credit hours.

Lab Facilities

FBSU is totally committed to providing students with a quality lab experience in order to prepare them to succeed in today's technology-based economies. As a vital hands-on component of all technology-based courses, the labs are well integrated into the curriculum giving FBSU graduates the ability to harness technology for the benefit of the institutions they work for.

FBSU also allocates computing and networking facilities to its faculty, staff, and students. These facilities are intended for teaching, learning, research and administration in support of the University's mission.

Learning Assistance Center

The Learning Assistance Center offers academic assistance in the areas of Chemistry, Computer Science, Mathematics, Physics, English language, and Business. Faculty members dedicate several hours each week to tutoring students and working with them on one-on-one basis on any subject the student needs. Students may also receive personal academic advising, advice on improving study skills, and workshops/review sessions. The schedule of the Center is published at the beginning of each semester.

Counseling and Advising Center

The Counseling and Advising Center exists within the Office of Student Affairs to guarantee rendering, to currently enrolled students, a high quality professional service. The center provides services to students whose personal difficulties and problems interfere with their academic performance. It also assists students in formulating and achieving their educational goals through its psychological services, and assists gifted and talented students to further develop their abilities.

FBSU Colleges and Programs

A. Bachelor's Programs

- 1) College of Business and Management
 - Business Administration Program (BBA)
 - Marketing Program(BMK)
 - Accounting Program(BAT)
 - Finance Program (BFN)
- 2) College of Computing
 - Computer Science Program (CSC)
 - Information Technology Program (CIT)
 - Computer Engineering Program (CEN)
- 3) College of Engineering
 - Electrical Engineering
 - Civil Engineering
 - Mechanical Engineering
 - Renewable Energy Engineering
- 4) College of Sciences and Humanities
 - English Language and Translation

B. Master's Programs

- 1) Electrical Engineering
- 2) Civil Engineering
- 3) Computer Science Program
- 4) Information Technology Program
- 5) Computer Engineering Program
- 6) Business Administration Program (MBA)
- 7) Executive Business Administration Program (EMBA)

Academic Advisors

Each student is assigned an academic advisor who assists him/her in registration and selection of courses. The advisor is also involved in counseling on academic difficulties or problems encountered, and in monitoring the academic standing and progress of advisees.

The academic advisor is a faculty member in the academic division in which the student is enrolled; the advisor of the Foundation year program students is the Director of the Foundation Year.

SIS System

The registration system FBSU SIS is a bilingual portal with the following features:

- 1) Students are able to view their study plans and manage their enrollment during the registration period.
- 2) Students are able to view their information, grades, transcripts, and final exam.
- 3) Students are able to view the semester and weekly schedule, statement of account, program of study, and cumulative record.
- 4) Deans, advisors, instructors are able to view some reports and follow the student's academic status, depending on their functions and responsibilities.

Moodle Learning Management System

FBSU provides the Moodle Learning Management System (LMS) as a main electronic service in the teaching and learning process: <https://elearning.fbsu.edu.sa/>

Features of Moodle system include:

- 1) **Course management (faculty):** FBSU instructors can highly customize their course setup and management. Instructors can use Moodle as a simple file repository.
- 2) **Live engagement:** Moodle has a built-in chat functionality.
- 3) **Attendance:** Instructors can manage their students' attendance on Moodle.
- 4) **Assessments:** Assessments such as homework assignments, quizzes and online exams can be automated and customized. Instructors can make different modes of online activities including multiple choice questions among other question patterns. Instructors can import questions from files in different formats including Aiken format, Blackboard, Embedded answers (Cloze), GIFT format, Missing word format, Moodle XML format, WebCT format.
- 5) **Content repository:** Moodle's repositories allow users to upload files to a course from a variety of outside file repositories, including Dropbox, Flickr, Google Drive, and traditional computer upload. Instructors can also search for files from any of their courses hosted on the same Moodle server.
- 6) **Accessibility:** Instructors are individually responsible for ensuring that their content is accessible, such as PDFs and other documents.
- 7) **Analytics:** Moodle has a wide variety of reports and logs that allow instructors to track students' progress and success.
- 8) **Tool variety:** Moodle has a wide variety of tools available that can be turned on or off at the system level.
- 9) **Course management (administrator):** Moodle is integrated with FBSU's SIS (Student Information System) LOGOS.

Duration of Study

- The minimum study period for a bachelor's degree is four calendar years encompassing eight semesters (two calendar years encompassing four semesters for the diploma).
- The maximum study period allowed for a bachelor's degree is eight calendar years (Four calendar years for a diploma). A student who fails to complete his/her degree program within these specified times must petition the College Administrative Committee for an extension of time.
- A student transferring to a diploma program at FBSU from other recognized institutions of higher learning must register in the final two regular semesters and must complete at least 30 credits at FBSU, of which a minimum of 15 credits must be in his/her major before s/he is allowed to graduate with a diploma. For purposes of this requirement, one summer session shall be considered equivalent to one semester.
- A student transferring to a bachelor program at FBSU from other recognized institutions of higher learning must register in the final four regular semesters and must complete at least 60% of his/her credits at FBSU, of which a minimum of 30 credits must be in his/her major before s/he is allowed to graduate with a bachelor's degree. For purposes of this requirement, two summer sessions shall be considered equivalent to one regular semester.
- A transfer student from within FBSU must meet the residency requirement of spending a minimum of three semesters in the new College during which s/he completes a minimum of 36 credits, out of which 12 are credits in the major, before s/he graduates with a bachelor's degree. For purposes of this requirement, two summer sessions shall be considered equivalent to one semester.