

Student Affairs Sector

Enrollment Management Department - Registration Section

Registration Instructions Guide

Academic Year

2023-2024



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Registration Rules and Regulations

Definitions:

- 1- **Registration:** The process of enrolling in classes at QU.
- 2- **Early registration:** This is the period during which enrolled students register for courses. It usually begins in the middle of the semester. Students register for the coming semester, and they can also register for both the Summer and fall as well as the Winter and spring semesters in the same period every year.
- 3- **Dropping courses:** This is the process of dropping a course in a semester within the specified period according to the academic calendar and according to the schedule of fees for dropping courses after the add-and-drop period.
- 4- **Adding courses:** This is the process of adding a course in a given semester within the specified period according to the academic calendar.
- 5- **Academic load:** The total number of credit hours for the courses that the student can register in a semester within the minimum and maximum limit allowed by the rules and regulations of the University.
- 6- **Pre-requisite for a course:** A course that a student must study and pass before being able to register for a particular course.
- 7- **The Co-requisite course:** This is a course that must be taken concurrently with another course in the same semester.
- 8- **Override Restriction Service:** This is an electronic service that allows a student to apply to override a specific restriction.

Registration:

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

Priority in registering courses will be given to the enrolled regular students at the University based on the credit hours earned as indicated in the early registration schedule, which is sent to all students' emails before the start of registration in sufficient time.

Registration of courses will be done through QU Portal and (the self-service Banner registration system).



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, the admission of students who fail to register for 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 for their courses once the early registration begins and until the last day of the Add/Drop period.

[The following table shows the registration days during the early registration period:](#)

Date	Student Level
First day of early registration	Graduates + honors students
Second day of early registration	Undergraduate students earned 90 hours and more
Third day of early registration	Undergraduate students earned 75 hours and more
Fourth day of early registration	Undergraduate students earned 60 hours and more
Fifth day of early registration	Undergraduate students earned 45 hours and more
Sixth day of early registration	Undergraduate students earned 30 hours and more
Seventh day of early registration	Undergraduate students earned less than 30 hours and all regular students in the University



Students eligible for registration

Students who are currently enrolled and regularly attending the university can register for courses during the early registration days.

The student will not be able to register for the courses in the following cases:

- 1- Not paying the university financial dues.
- 2- Suspending the student for disciplinary reasons.
- 3 Dismissed students due to poor academic performance.
- 4- If the registration of a student is on hold (blocked) for academic or administrative reasons.

Student level (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 level	Number of earned hours
Freshman	Those who have not earned any credit hours or have less than 30 credit hours
Sophomore	Those who have earned 30 to 59 credit hours
Junior	Those who have earned 60 to 89 credit hours
Senior	Those who have earned 90 credit hours or more

Tuition fees

The tuition fees are determined according to the academic major (for example, science, business and economics, engineering, etc.) of the course the student is registered in. Hence, the fees paid for a course are calculated for all students, regardless of their field of study, according to the table shown in this section. Tuition fees are paid before the first day of study and can be paid in cash or by checks (for institutions) to the Finance Department at the Treasury Office or by any other means approved by the university.

Tuition fees for bachelor’s degree:

The tuition fees shown in the table below will be applied to all students admitted starting in Fall 2023 and prior.

<u>College/ Program</u>	<u>Tuition Fees Per Credit Hour in QR</u>
Education	1100
Arts	1100
Sharia and Islamic Studies	1100
Health Sciences	1200

Nursing	1200
Law	1100
Sciences	1200
Economics	1200
Pharmacy	1400
Engineering	1400
Foundation Program	1200
Arabic for Non-Native Speakers Program	1400

Tuition fees for the College of Medicine:

<u>Academic year</u>	<u>Total in Qatari riyals</u>
First year	Varies according to the courses registered by the student
Second Year	67200
Third Year	78000
Fourth year	109500
Fifth year	133400
Sixth year	131100

For all students admitted starting from Fall 2015 onwards

Tuition fees are estimated according to the academic specialization in which the students are registered, regardless of their major. For example, if two students from different majors register for the same course, they will pay the same tuition fees. The table below shows the tuition fee in Qatari riyals per earned academic hour for undergraduate students.

The student will not be able to register for the next semester until s/he pays all the financial dues of the previous semester if it is more than 100 Qatari riyals.

<u>College/Program</u>	<u>Tuition Fees Per Credit Hour in QR</u>
Arts	800
Business and Economics	900
Education	800
Engineering	1000
Foundation Program	900
Law	800
Pharmacy	1000
Sciences	900
Sharia and Islamic Studies	800
Arabic for Non-Native Speakers Program	1000

Tuition fees for the College of Medicine:

<u>Academic Year</u>	<u>Cost per Unit (Qatari Riyals)</u>	<u>Tuition fees per semester (Qatari Riyals)</u>			<u>Total (Qatari Riyals)</u>
		<u>Fall</u>	<u>Spring</u>	<u>Summer</u>	
First Year	The tuition fees depend on the courses in the different 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) (2,000 clinical-stage)	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 from Fall 2009 to Spring 2015

<u>Major</u>	<u>Tuition Fees Per Credit Hour in QR</u>
Arts	400
Business and Economics	500
Education	400
Engineering	600
Foundation Program	500
Law	400
Pharmacy	600
Sciences	500

Sharia and Islamic Studies	400
Arabic for Non-Native Speakers Program	600

Tuition fees exemption:

Qatari students and scholarship students are exempt from paying the tuition fees for the Foundation Program and undergraduate study unless explicitly stated otherwise in special circumstances. As for Qatari students and scholarship students who do not fulfill the requirements for a bachelor's degree within the limit of earned hours shown below, as well as for a second bachelor's degree student, tuition fees will be charged for all additional earned hours until graduation.

<u>Student Level</u>	<u>Credit Hours Limit</u>
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 to the undergraduate level	The minimum number of credit hours required for graduation for the major and minor chosen by the student + 12 credit hours
Transfer students to QU	The remaining earned hours (after calculating the transferred hours) for one major and one minor (if any) + 12 credit hours



Tuition fees refund policy:

Students (irrespective of their classification) who drop one or more courses or withdraw from the semester after the Add and Drop period are subject to the penalties shown in the following table.

Fall and Spring	Until 2 weeks	25%
	After 2 weeks and until 4 weeks	50%
	After 4 weeks and until 8 weeks	75%
	After 8 weeks	100%

- **Withdrawal penalties from summer and winter semesters:**

<u>Fine %</u>	<u>Summer 1/ Winter</u>	<u>Summer 2</u>
20%	2 days after Add & Drop period	2 days after Add & Drop period
50%	One week and 2 days after Add & Drop period	Two weeks and 2 days after Add & Drop period

If a full week falls within an official holiday, it is not counted in the weeks shown in the above table. Penalties shown in the above table apply for both tuition-paying and tuition-exempted students.

Registration hold:

The registration system used at the university allows the use of registration, based on justifiable reasons to prevent a student from registration, such as not paying the fees due, not returning books to the library, or not consulting the academic advisor when asked to do so. The various authorities are granted the powers to hold the student's registration whenever there are justifications. When one of the authorities holds the student's registration, the student is not allowed to register in the courses until the hold registration feature is canceled by the authority that held her/his registration. In this case, the student must consult the concerned authority to solve any problems related to it, for this authority to cancel the registration hold feature.

Academic load:

It is 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.

First: Undergraduate Students:

<u>Semester</u>	<u>GPA</u>	<u>Study Type</u>	<u>Academic load per credit hour</u>
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			<u>Minimum</u>	<u>Maximum</u>
Fall and Spring	Good Standing (2.00) and higher	Full Time	12	18
		Full Time Foundation	0	15
	On Probation Less than (2.00)	Full Time	9	12
		Full Time Foundation	9	12
Summer	Good Standing (2.00) and higher	Full Time	0	12
		Full Time Foundation	0	12
	On Probation Less than (2.00)	Full Time	0	6
		Full Time Foundation	0	6

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

Second: Graduate Students:

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

1. A graduate student is permitted a maximum semester course load of 12 credit hours. Students admitted to the College of Pharmacy's PharmD program and diploma students in the College of Education may carry a maximum of 18 credit hours per semester.
2. A graduate student on academic probation is permitted to carry a maximum semester course load of 6 credit hours.
3. The academic load of all graduate students in the summer semester is up to a maximum of 6 credit hours.
4. Due to the nature and requirements of their programs, individual colleges may encourage students to register for lower credit hours than the maximum academic load.

Adding courses:

A student can add one or more courses using the self-service in the student information system (Banner) during the periods specified for add and drop, which start from the early registration period for enrolled and active students. It starts from the orientation meeting for new students and ends for all students on the last day of the Add/Drop period.



Registering a course repeated for the third time or more

Students can re-register a course for the third time or more by applying for the enrollment override restriction service in the Banner, and the student is responsible for the course re-registration fee.

Adding a closed course or that needs to be approved by the department or college (override restriction service):

A student who wants to register for a closed course (for a particular college, major, group of students, a course that has a pre-requisite, a course for a certain program, or a course for a certain degree) can apply for override restriction service through the self-service banner. This is 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 require applying for the override restriction service:

<u>Required Approvals</u>	<u>Description</u>	<u>Error</u>
Approval of the academic advisor - Approval of the academic department to which the course belongs	The student is allowed to register for a closed course	Closed Section
Approval of the academic advisor Approval of the academic department to which the course belongs	A student is allowed to register for a course designed for students who have passed a certain number of credit hours	Class Restriction
Approval of the academic advisor - Approval of the academic department offering the course - Approval of the Associate Dean of the college offering the course	A student is allowed to register for a course designed for students of a particular major	Major-Minor-Concentration Restriction
Approval of the Associate Dean for Student Affairs at the college	A student is allowed to register for a course designated for students of a particular college	College restriction
Approval of the academic advisor - Approval of the academic department offering the course - Approval of the Associate Dean of the college offering the course	A student is allowed to register for a course designated for students of a specific program	Field of study Restriction
Approval of the academic department - Assistant Dean in the college	A student is allowed to register for a course dedicated to a specific academic degree	Degree Restriction
Approval of the academic advisor - the academic department, - the Assistant dean for Student Affairs in the college to which the student Belongs.	A student is allowed to register for a course that has a pre-requisite	Pre-requisite and test score
Approval of the department which offers the course	A student is allowed to register for a course that needs approval from the head of the department which offers the course	Special Approval

Approval of the academic advisor – college of the student	A student is allowed to register for a repeated course for the third time or more	Repeat Account Acceded
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After the college approves the application submitted through the banner, it grants the student the authority to register in this course, and the student receives an e-mail notification of approval to his/her email and then s/he is required to register the course in the banner.

Dropping courses:

The student can drop one or more courses using the self-service in the student information system (Banner) during the periods specified for the drop, which start with the student beginning to register courses according to the period specified for her/him and until the end of the add and drop period. The drop during this period is without any financial penalty and the dropped course will not appear in the student's record.



Final withdrawal from a course:

After the add and drop period, which starts from the second week until the eighth week of the start of the study for the Fall and Spring semesters, the student can withdraw from a course or more, according to the following rules:

- 1- The student is assigned a grade (W) to the course from which s/he withdrew.
- 2- The GPA will not be affected by the student's (W) grade, and will not be included in the GPA calculation.

- 3- The student cannot withdraw from the course if this withdrawal would result in reducing the student's academic load to less than the allowed load (Fall - Spring)
- 4- The student is not allowed to withdraw from the last course, and in case s/he wants to drop the last registered course, s/he must apply for the withdrawal service from the semester in the Banner (Fall - Spring)
- 5- Financial penalties will be incurred for withdrawing from academic courses during the period in which withdrawal is permitted. This penalty is determined based on the date of withdrawal and as specified in the table of tuition fees refund.

Long absence:

- A student is not considered cut off from studying courses for the semesters s/he studies in other universities.
- Cut off semesters are included within the specified period for obtaining the degree.
- If the student wishes to resume her/his studies after dropping out, s/he must submit a request for reinstatement within the period specified in the academic calendar before s/he can register for the semester that follows her/his studies dropping out.

Withdrawal from the semester:

The student can withdraw from the semester (Fall or Spring) after the end of the add and drop period until the end of the tenth week of the start of the study by submitting a request on the self-service system (banner).

Periods of withdrawal from the semester:

The withdrawal request should be submitted before the end of the tenth week of the start of the study for the Fall and Spring semesters and before the end of the second week of the first Summer and the third week of the second Summer. The student is assigned a grade of (W) in this case, and his GPA will not be affected by this grade, and it will not be included in the GPA calculation. Withdrawal during this period will be with financial penalties, which will be determined based on the date of withdrawal and as specified in the tuition refund table.

Withdrawal/ leave of absence policy from the semester for undergraduate students:

- A leave of absence from the semester is made during the add and drop period, without any financial penalty.

- Withdrawal from the semester begins after the end of the add and drop period to the tenth week of the semester. The penalty is applied according to the date of withdrawal and as specified in the table of tuition fees refund.
- The student has the right to withdraw/leave of absence from (4) semesters (intermittent or continuous) during the period of study for the bachelor's degree.
- The student is not entitled to withdraw/leave of absence from the semester if s/he exceeds the permitted study period (8 years).
- The student must consult the academic advisor before withdrawing/apologizing from the semester.
- A new student is not entitled to apply for a leave of absence from her/his first semester. If s/he does not register for any course, her/his admission to the university will be canceled, while s/he is entitled to withdraw from the semester (after the expiration of the add and drop period), and a fine is applied then.
- Re-admitted students have the right to apply for a leave of absence in the first semester after reinstatement to the university.
- If the student received a non-academic dismissal, the penalty period is not counted within the four permitted semesters.
- For reinstatement students, the semesters in which the student dropped out of the study after the registration was terminated and before reinstatement, are not counted within the four permitted semesters.
- Re-instatement students have the right to leave for absence/withdraw from the semester in which they were re-instated.
- The student who is on final academic probation is entitled to leave for absence /withdraw from the semester.
- In the event that the student obtains approval to appeal against the termination, s/he has the right to leave for absence /withdraw from the semester that follows the decision.

Withdrawal/ leave of absence policy from the semester for graduate students:

Postponement of the study:

- A graduate student can submit a request to postpone admission for two semesters before starting to study in the program.

Leave of absence / Withdrawal from the semester:

- The student has the right to leave of absence / withdraw from two semesters (intermittent or continuous) during her/his studies in graduate studies.
- The student on academic probation has the right to request withdrawal/ leave of absence from the semester.
- Withdrawing from the semester (from all academic courses) requires approval from the student's academic advisor and the director of the graduate program in the college.
- In the event of withdrawal from the semester, the student is assigned a 'W' grade for all courses registered in that semester, and the student's average is not affected by this grade.
- Withdrawing from the semester may result in a penalty determined on the date of withdrawal.
- The student must adhere to the period specified in the academic calendar to withdraw from the semester.

University withdrawal policy:

For undergraduate students:

- The student is entitled to apply for the final withdrawal from the university if s/he does not exceed the withdrawals (4 semesters) allowed during the undergraduate studies.
- If the student is enrolled in courses in the semester in which s/he wishes to withdraw from the university, s/he must withdraw from the semester first in the period specified for withdrawal and pay the penalty.
- The student will be required to apply for clearance through the Banner system, to make sure that s/he has settled all the financial dues. The final withdrawal request is canceled after two weeks if the letter of clearance is not handed over.

- The student will be required to apply for final withdrawal from the university through the registration section, and registration employee will process the application and provide the student with a copy of the application.
- The student can request to have back the documents that s/he submitted when s/he was admitted to the university.

For graduate students:

- The student is entitled to apply for the final withdrawal from the university if s/he does not exceed the withdrawals (2 semesters) allowed during her/his program study.
- If the student is enrolled in courses in the semester in which s/he wishes to withdraw from the university, s/he must withdraw from the semester first in the period specified for withdrawal and pay the fine.
- The student will be required to apply for clearance to make sure that s/he pays all the financial dues. The final withdrawal request is canceled after two weeks if the letter of clearance is not handed over.
- The student will be required to apply for final withdrawal from the university through the registration section, and registration employee will send the request to the academic program for approval, and the student will be notified once the college approves and the request is processed.
- The student can request to have back the documents that s/he submitted when s/he was admitted to the university.

Waiting lists:

They are the lists of students who want to register in a closed course. The student can add her/himself to the waiting list from the electronic system Banner if s/he finds that the number of students registered in the course has reached the maximum, provided that this course is among the courses on which waiting lists are available.

Rules for the waiting lists:

- 1- The student cannot place her/himself in two different groups for the same course.
- 2- If the student does not fulfill the previously required course, s/he will not be able to register for the course or there is a restriction on the course, so the student cannot register it.
- 3- If the student drops a course that contains a waiting list, s/he will not be able to re-register it unless s/he puts her/himself on the waiting list.
- 4- Being on the waiting list for the course does not mean registering for the course. Rather, the student must register for the course her/himself after receiving notice of available seats.
- 5- Courses that include the waiting lists feature and the time for activating this service are announced and sent by the Enrollment Management Department to all university students.
- 6- The dates set by the Enrollment Management Department must be adhered to for the start and end of the waiting list service.
- 7- The hours earned for the registered waiting list course are not included within the hours registered in the semester except after transferring the course status to an actual registered course.
- 8- If the student leaves the waiting lists for a course, s/he will not be able to return to the same place and s/he must add her/himself at the end of the waiting list.
- 9- If 12 hours have passed since the notification of a vacant seat in the course has passed for the student and the student did not register for the course, s/he will be dropped automatically by the system and a notification will be sent to the next student on the list.
- 10- Academic departments and supervisory offices in colleges are not allowed to raise a prescribed ceiling of a course for a specific student if that course is on the waiting lists, in so doing the student on the waiting lists will lose her/his opportunity to register the course and deprive her/him of it.



Dropping courses:

The student can drop one or more courses using the self-service in the student information system (Banner) during the periods specified for the drop, which start with the student beginning to register courses according to the period specified for her/him and until the end of the add and drop period. The drop during this period is without any financial penalty and the dropped course will not appear in the student's record.

Registration error messages that appear to the student:

Your academic standing permits registration	Your academic status prevents you from registering
Campus restriction	The wrong building was selected (Boys - Girls)
Class restriction	A specific course has been chosen for a specific level (first year - second year - third year....)
Closed section	The group is closed
Level restriction	The wrong level was chosen (Foundation - Bachelor's - Postgraduate).
Collage restriction	A course affiliated with a specific college has been selected
Time conflict	Time conflict
Max hours exceeded	The specified course load has been exceeded

Linked course required	This course requires a linked course
Prerequisite and test score error	The previous requirement has not been passed
Major restriction	A course related to a specific major has been selected
Repeat Account acceded	Repeated course
Field of study restriction	A course affiliated with a specific track has been selected
Duplicate CRN with section	A course you have registered for this semester has been selected
Department restriction	A course affiliated with a specific department has been selected
Program restriction	A course affiliated with a specific academic program has been selected
Co-requisite required	This course requires another course for the same semester
You have holds which will prevent registration	If you have any objection to registering, please click View Hold below
You are not permitted to register at this time	You are not permitted to register at this time

The rules for requesting registration of courses outside (Study Abroad) Qatar University:

- The university in which the student intends to study courses must be recognized by the Ministry of Education and Higher Education in the State of Qatar, and that the system of study in it is by the credit hours.
- The course must be equivalent or higher to the number of hours at Qatar University.
- A regular student at Qatar University is allowed to pass courses in other universities in one or more semesters, provided that s/he is not enrolled in any academic courses at Qatar University during the semester in which s/he is enrolled in courses at the other university.

- A student applying to study abroad must have passed at least 24 credit hours at the time of request submission.
- A student who is on probation (GPA less than 2) is not allowed to apply for registration of courses at external universities. In the event that the approval is issued to the student and afterward s/he gets probation, her/his courses will not be equated.
- The courses in which the student has the grade (C) or higher will be equated, and the course is recorded for her/him as transferred hours TC, and the course is included in the student's study plan courses, but it is not included in the calculation of the GPA.
- For studying a previously failed course at Qatar University, the student can repeat this course at another university, and the course will be recorded as transferred hours TC and will be calculated within the study plan, but it will not be included in the GPA.
- A student registered in external universities in the regular semesters (Fall - Spring) is not allowed to exceed 18 registered hours unless the GPA is 3.5 or higher, and s/he is allowed to register 12 hours for the summer semester.
- The student must pass the pre-requisite of the course, and if s/he does not pass it, the course will not be counted.
- The equivalent hours for a student from other universities cannot exceed 50% of the hours required for graduation at Qatar University. In the event that the student passes more than 50% of the hours required for graduation, s/he can choose the hours that s/he wishes to transfer to her/his academic record at Qatar University.
- No course will be equated after one year has passed from the date of submitting the request.
- Equation of a course in which the student did not obtain prior approval from Qatar University to study abroad will not be accepted.
- The student bears full responsibility in case of violating Qatar University policies and laws.

Procedures for requesting to study courses abroad:

1. Filling out an application form for registering courses at another university before the announced deadline and attaching the academic description for each

course s/he wishes to study, authenticated and sealed by the university in which s/he wishes to study.

2. The Enrollment Management Department checks the level of the university that the student wants to study in, and has the right to accept or reject that university if it is in violation of the laws and policies of Qatar University.
3. After the Enrollment Management Department approves the request to study courses abroad, the request form is transferred to the relevant academic department to obtain approval and ensure that the course in which the student wishes to register is equivalent to the required course at Qatar University by no less than 90%.
4. After approval of the academic department, the request form is referred to the Assistant Dean for Student Affairs at the college for approval.
5. The student will be informed of the approval, and can then obtain a no-objection certificate to study.

Rules for registering Qatar University students in concurrent courses with the Community College of Qatar:

- The student must meet the admission requirements and academic policies of both Qatar University and the Community College.
- The total hours earned at both Qatar University and Community College in one semester concurrently must not exceed the total hours specified as the student's academic load. The student is allowed to register based on her/his cumulative GPA and the student's academic performance.
- A student is allowed to enroll in the community college only (4) times during his university studies.
- Foundation Program students are not allowed to apply for the service of studying courses concurrently at the community college.
- It is not permitted to study two courses simultaneously at Qatar University and Community College, as they must be completed at Qatar University.
- Students under final warning are not allowed to apply for the service of studying courses concurrently at the community college.
- Any course in a penalty semester that has been registered against the student will not be equated.
- The student must have completed the previous requirement for the course s/he wishes to study, and it will not be counted if the student does not pass the prerequisite.
 - Immediately after completing the semester, the student brings the original transcript of the courses s/he passed at the Community College to the Registration Section of the Registration Management Department in the same semester for equivalence.

- The Registration Management Department equates the successfully passed courses, so that the grade passed at the community college is calculated for him, and the course is included in the study plan courses and is calculated in the student's general cumulative average at Qatar University.
- The above applies to the courses covered by the agreement between Qatar University and the Community College and in accordance with Qatar University policies.
- No course from the Community College will be equivalent unless prior approval is obtained from the Registration Section at Qatar University.