



Princess Nourah Bint Abdulrahman University

Foundation year for health colleges

Electronic Bag

This booklet is designed to identify unit facilities and services that interest you during your journey in the Foundation Year of Health Colleges



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Registration and schedules Unit

The registration and schedules office play an essential and important role by:

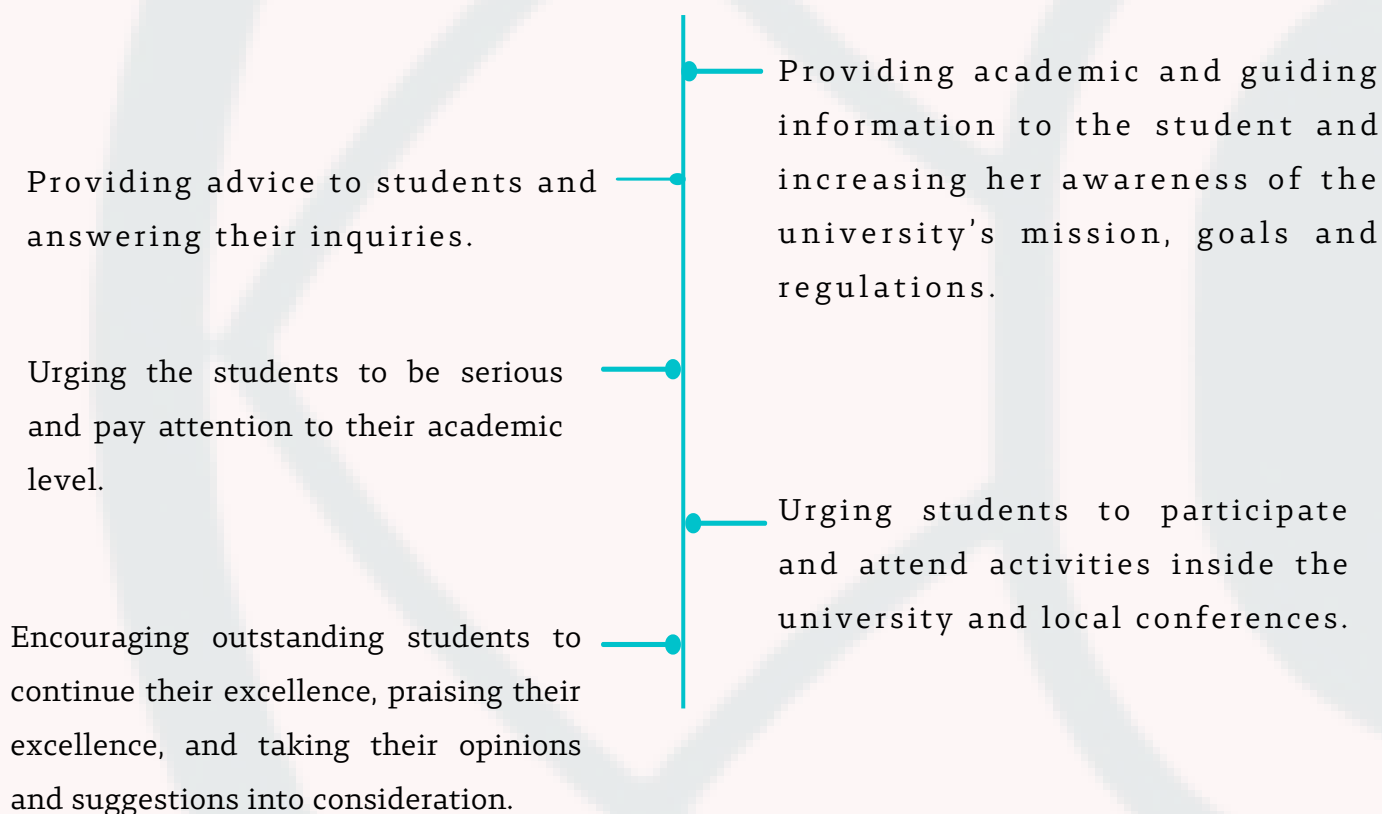
- Coordinating between the registrars of the faculties of the joint courses in everything related to academic schedules.
- Preparing study schedules and distributing courses according to the registration regulations.
- Distributing classrooms and laboratories according to the capacity and as contained in the registration mechanism.
- Determining the number of students in each section and register them in sections through the system.
- Typing the study schedules into the system.
- Connecting faculty members to the banner system.
- Registration of repeating students.
- Providing support and assistance to students, finding out how to solve their problems and providing them with appropriate solutions.

*For more inquiries, you can visit office no. 515.2 located on the second floor



Academic Advising Unit

Given that the student is the focus of the educational process, the foundation year sought to activate the role of academic advising, believing in its importance in guiding the student academically and helping her to overcome the difficulties she faces and working to raise the level of awareness among students of the rules and regulations through:



*For more inquiries, you can visit office no. 304.3 located on the third-floor



Examination Unit

The Examination Office aims to contribute to raising the educational level by achieving quality in all testing procedures through the following:



- General supervision of the quarterly, short, practical and final exams.
- Implementation of quality systems and regulations in test process.
- Organizing exams by setting schedules and initiating examination committees.
- Receiving tests from faculty members and forming supervision and Invigilation committees.
- Supervising the delivery and receipt of exam papers.
- Overcoming all the difficulties that students face during exams by providing an environment that suits their needs.
- Providing faculty members and committee's supervisors with the rules and regulations of exams.
- Submitting cases of cheating committed by students to the concerned authorities.
- Submitting periodic reports on the progress of the tests to the Coordinator of Educational Affairs.
- Saving test files.

*For more inquiries, you can visit office no. 513.2 located on the second floor

Joint laboratories for health colleges and learning resources

It is a unit that includes all laboratories specified for joint practical courses for Foundation Year and Health Colleges students.

It also includes the following learning resources (library -Computer labs), which serve Foundation Year students.



The unit aims to:

- Unifying the work of all laboratories of the joint courses of the health colleges under the supervision of one department that follows the Foundation Year.
- Raising the efficiency of the unit's employees.
- Raising and developing the quality of work in laboratories.
- Serving the educational curricula by providing educational resources such as books, references and brochures.
- Helping students to prepare their own research and study assignments.

Foundation Year Labs

Human Biology for Health Specialties

General Chemistry for Health Specialties

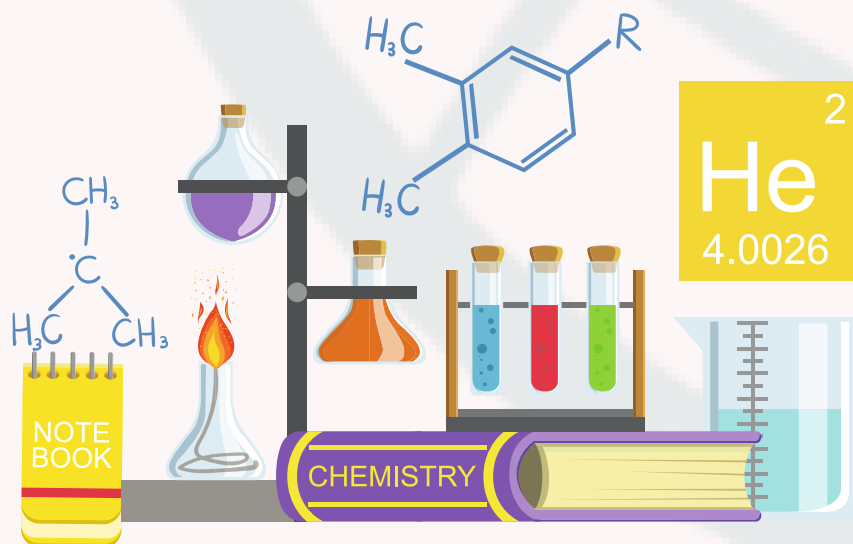
General Physics for Health Specialties

Joint laboratories for health colleges

Microbiology

Biochemistry

Organic and Analytical Chemistry



Skills acquired in human biology laboratories

1. Describe the functions of the human body by studying the structural features and functional components of cells, tissues and organs in the human body.
2. Gaining competence in implementing laboratory procedures used to examine body systems and assess physiological functions.
3. Apply critical thinking skills to analyze problems related to human anatomy and physiology in the health field.

Skills acquired in general physics laboratories

1. Applying theories and rules to the experiments carried out.
2. Studying the types of forces and their effects on different materials.
3. Knowing the relationship between physical variables.

Skills acquired in general chemistry laboratories

1. Apply the basics of security and safety when working in laboratories.
2. Preparing chemical solutions, calculating their concentrations, and detecting some biochemical substances.
3. Acquiring basic skills in laboratory procedures, including: observation - measurement - interpretation.

Sub library

A library is space designed to achieve quality of life standards. It contains scientific and cultural books and modern devices that serve the members of the teaching staff, students, and the various departments at the university. it also prepares, organizes and presents the means of knowledge to the beneficiaries. In the Founding Year, the library is working hard to provide the best services to its visitors.



The library offers many services, including:

Online service:

This service is free of charge for the purposes of education and scientific research.

Automated index search service:

How to use automated indexes to get the required books in the fastest time and least effort.

Borrowing service:

The process of lending books for use outside the library, and this process is carried out according to certain conditions.

Photography service:

The library provides a photocopying service for books that are not loaned (references - and single-copy books).

Reference service:

The service aims to direct the beneficiaries to obtain information in the fastest time and with the least effort.

Digital Library Service:

The library is subscribed with Saudi Digital Library to support other information sources available in the library.

Research service:

The library provides the beneficiaries with the appropriate place for research. The library also provides a service for classrooms, where the beneficiaries can reserve them electronically for study and discussion of research.



Student Services Administration

The Student Services Unit is concerned with providing support services and supervising student activities.

For inquiries and complaints, you can contact the following e-mail:
py-sa-sr@pnu.edu.sa

For more information, you can visit Office No. 200.0 on the ground floor.

Student Orientation Unit

It is concerned with implementing student preparation programs

You can contact the following e-mail:

sou-py@pnu.edu.sa

For more information, you can visit office no. 06.200.2 on the second floor.



Creativity and Excellence Unit



The Creativity and Excellence Unit works on pre-planning, designing competitions, exhibitions, and career days, and linking them with the educational objectives and skills required for the Foundation Year courses and maintaining the competitive value.

It works on establishing work teams within the Foundation Year and with the relevant colleges and supervising their work.

Submit reports on competitions and events quarterly.

Work on evaluating competitions, exhibitions and career days and analyze its results to work on the annual development plan.

For more information, you can visit Office No. 302.3 on the third floor.

or contact the following e-mail:

siu-p@pnu.edu.sa



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