



KING ABDULAZIZ UNIVERSITY
Deanship of Admission & Registration
Vice Deanship for External Students' Affairs

**FOURTH
EDITION**



Electronic Academic Services Guide 2020

Introduction

This guide is designed to assist the University student to deal efficiently with the electronic academic services system (**Odus Plus**). This Guide is a companion for your online registration, addition/ deletion of courses, and printing / reviewing your schedule, among other services the system offers. This Guide shall be regularly updated to include any future services or features in the system.

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What Is The Electronic Academic Services System (Odus Plus)?

Odus Plus is a set of internet pages that enables users to use a set of services related to academic affairs through a user-friendly program.

What Do You Need Before Registration?

Prepare your university number and your pass code. Your university number is the number assigned to you by the University, while the pin code is your previous pass code.



How To Log In To The Electronic Academic Services System (Odus Plus)?

1. Go to the University website on the link www.kau.edu.sa
2. Press the Icon (Electronic Services)
3. Press (Login to the University Systems)
4. Enter your user name (your university number)
5. Enter pass word
6. Press **Odud Plus** at the top of the page



Main Menu

The main menu includes a set of services such as:

1. Personal Information Service: It enables the student to modify personal information
2. Student Services: Registration, which enables the student to check the schedule, add or delete courses, and check the academic record, among other services



How To Add A Course To Your Schedule?

1. Press the Registration tab.
2. Select (Deletion or Addition of Sections of the Study Plan), and a page of (Registration Semester) shall appear.
3. Select the semester and press Implement.
4. The complete study plan shall appear. The mark (\checkmark) appears next to the courses you passed earlier, the mark (🍌) appears next to the courses registered in the current semester, while the mark (\square) appears next to the courses not taken yet. To add a course, press the mark, then in the same manner press the marks next to other courses you wish to add.
5. Then, press the icon Display Sections at the bottom of the page.
6. Select the sections of the courses by marking the square next to each course.
7. Press Register at the bottom of the page.



How To Delete A Course From Your Schedule?

1. Press the Registration tab.
2. From the registration menu, select (Deletion or Addition of Sections of the Study Plan).
3. Select the semester and press Implement.
4. Press the icon (Display Sections).
5. Select the courses you want to delete and then select Delete from the actions bar.
6. Press Implement Changes.



How To Replace A Section In Your Schedule?

1. From the registration menu, select the tab (Deletion or Addition of Sections of the Study Plan).
2. Select the semester and press Implement. Courses of the study plan shall appear.
3. Press the icon (Display Sections) at the bottom of the page.
4. A list of the courses registered in your schedule in the current semester shall appear. Select the section you want to replace.
5. Press Register.
6. Press Replace.
7. Then press Implement Changes.



How To Match The Study Plan

1. Press the link Ana Alazizi (Log in to the University systems).
2. Enter your user name and pass word, then press Enter.
3. Select **Odus Plus**.
4. Select **Odus Plus** at the top of the page
5. Select the Student Icon.
6. Select Student Records.
7. Select Matching the Academic Record with the Plan.
8. Select the Semester from the drop-down list.
9. Press Implement.
10. Select the semester you study.
11. Press Implement, and a record of the certificate evaluation appears.
12. Press Extract Student.



How To Know Course Prerequisites?

1. Press Registration tab.
2. From the registration menu, select the tab (Deletion or Addition of Sections of the Study Plan).
3. Select the semester and press Implement.
4. The study plan and the courses that have prerequisites shall appear. Press then Press Here button to know the prerequisites of a course.
5. The course title shall appear.



How To Print Your Study Schedule?

1. From the registration page, select (Registration Schedule – Print Version) at the bottom of the page. Details of your study schedule shall appear as illustrated.
2. To print your schedule, place the mouse on any place in the page and right click it, then select (Print). You can also press the print button at the bottom of the page.



How To Know The Remaining Courses In The Study Plan?

1. Press the Student icon.
2. Select Student Records.
3. Select Remaining Courses in the Study Plan.
4. The remaining courses in the study plan shall appear.



How To Select A Major Or Placement In A College After Passing The Preparatory Year For A Distant Student Or A Student Of External Education?

1. Press the Student icon.
2. Select (Options of placement, majors and transfer).
3. Select the semester and press Implement.
4. Select Placement of Distant Students in Colleges.
5. From the drop-down list, select the desired college, and then press Implement.
6. Select the required major, and then press Implement.

Note: Selection of majors can be made only once, and the implementation is instant, according to available majors.



How To Submit An Electronic Transaction?

1. Go to the university webpage www.kau.edu.sa.
2. Select the icon Electronic Services.
3. Select the link Ana Alazizi (Log in to the University systems).
4. Enter your user name and pass word, then press Enter.
5. Select the electronic transactions systems for students **ERS**.
6. Press Submit a Transaction.
7. Select the side to whom you want to direct your transaction.
8. Select the type of the transaction.
9. Write the content of the transaction.
10. Press Submit Request.

Note: Transactions on addition, deletion, questions about results, and grievances of results are directed to the college not to the Deanship of Admission and Registration.

Note: Transaction on waiving fees or inquiries about financial issues are directed to the Deanship of Community Service and Continuous Education.



Statements (Ifada)

1. Go to the university webpage www.kau.edu.sa.
2. Select the icon Electronic Services.
3. Select the electronic academic services system (**Odus Plus**)
Enter user name, pass word, and then press Enter.
1. Press on the Student icon.
2. Select Statement (**ifada**).
3. Select Student Certificates and Statements and then select the appropriate statement type.
4. Press on the desired statement type.
5. Press the Student icon.
6. Select (Options of placement, majors and transfer).
7. Select Transfer from a College or a Major to Another.
8. Select the semester and press Implement.
9. Select required college and major.
10. Press Implement.



Transfer From A College Or A Major To Another

1. Press the Student icon.
2. Select (Options of placement, majors and transfer).
3. Select Transfer from a College or a Major to Another.
4. Select the semester and press Implement.
5. Select required college and major.
6. Press Implement.



Transfer From Distant To External Education Or Vice Versa

1. Press the Student icon.
2. Select (Options of placement, majors and transfer).
3. Select Transfer of a external Student to External Education.
4. Select the semester and press Implement.
5. Select required college and major.
6. Press Implement.

Note: Transfer is allowed only once for a student during his/her study at the university and can only be executed during the times specified in the academic calendar for each semester and according to available majors.



How To Drop Out A Semester?

1. Press the Student icon.
2. Select Student Transactions.
3. Select the semester and press Implement.
4. Select drop out a semester from the drop-down list, then press Implement.



How To Obtain A Statement To Attend Exams Or A Statement Of Attending Exams After Exams Are Scored

1. Press the Student icon.
2. Select student certificates and statements.
3. Select statement to attend exams.
4. Select statement of attending exams.

Note: Before the start of the exams or during the exams, the statement to attend exams are available. After the exams are scored and results announced, the statement of attending exams are available.



Check The Academic Calendar

1. Go to the university webpage www.kau.edu.sa.
2. At the top pf the page, click Deanships.
3. From the list, select the Deanship of Admission and Registration.
4. Select Times and Calendar icon.
5. From the upper tabs, select your study system.



Check The Final Exams Schedule

1. Go to the university webpage www.kau.edu.sa.
2. At the top of the page, click Deanships.
3. From the list, select the Deanship of Admission and Registration.
4. Select final exams - distant.
5. Select final exams – external education.
6. Select your college as the exam center.



How To Log In To Blackboard?

1. Go to the university webpage www.kau.edu.sa.
2. Press the link (Electronic Services)
3. Select the link Ana Alazizi (Log in to the University systems).
4. Enter your user name.
5. Enter your pass word.
6. Press **Odus Plus** at the top of the page.
7. Press the icon of the electronic education system (BlackBoard).

For more information, go to the following link:

<https://dlms.kau.edu.sa/ElearningSite/tutorial/student/student.html>



Change Pass Word

1. Go to the university webpage www.kau.edu.sa.
2. Press the link (Electronic Services)
3. Select the link Ana Alazizi (Log in to the University systems).
4. Press the link (To change Pass Word, Press Here)



Submitting A Graduation Request (My Certificate – Wathikati)

1. In the Student menu in Odus Plus, press Student Records, then select My Certificate (Wathikati).
2. Select Submit a graduation request.
3. Select one of the programs in the page and press Continue.
4. Select one of the available semesters in the list and press Continue.
5. Select whether or not you are planning to attend the graduation ceremony and then press Continue.
6. Verify the information you select and press Submit Request.
7. You may receive the documents wither by express mail or from the Deanship of Admission and Registration.
8. If you select Send the documents by express mail, enter the required information, and then press Save.
9. The page of confirming the request of sending the documents by express mail.
10. If you select Receive the documents from the Deanship of Admission and Registration, enter the required information, and then press Save.
11. The page of confirming the request of receiving the documents from the Deanship of Admission and Registration.
12. The student may change mode of receiving the documents from this page by clicking on Change Receiving Mode.



Follow Up Graduation Procedures And Issuing The Certificate

1. In the Student menu in Odus Plus, press Student Records, select My Certificate (Wathikati) and then select Follow up graduation procedures and issuing the certificate.
2. From this page, you can follow up the procedures made to your graduation request and issuing your certificate, as well as knowing the history and current status of your request.
3. The page of confirming the request of sending the documents by express mail.
4. Display the graduation request.



Follow Up Receiving The Certificate

1. In the Student menu in Odus Plus, press Student Records, select My Certificate (Wathikati) and then select Follow up receiving the certificate.
2. From this page, you can follow up the process of receiving the package if you selected Sending the documents by express mail and also from the Deanship of Admission and Registration. Note that upon the student's discretion at certain times set by the system, the student can change mode of receiving the documents.
3. The page of confirming the request of sending the documents by express mail.



Electronic Clearance

1. Before completing the process of graduation and printing the certificate, all commitments of the student and his/her custodies recorded on the system must be cleared.
2. When there is no custody or commitment recorded, the form can be printed.
3. The process of graduation is automatically done after verifying that the student does not have any custody or commitment recorded with all University sectors.



Frequently Asked Academic Questions for Distant Students and Students of External Education

1) Is the preparatory year calculated within the study years?

Yes.

2) How many courses and hours of the preparatory year for a distant students and a student of External Education?

9 courses and 26 hours, divided into two plans (A) and (B), and they are delivered in two semesters.

3) What are the courses of the preparatory year?

Plan A: ISLS 101 - MATH 111 - ARAB 101 - ELCA 101 - CPIT 100

Plan B: COMM 101 - COMM 102 - ELCA 101 - STAT 111

ELCA 101 course shall be replaced with ELCA 102 in the second semester if the student successfully passes ELCA 101.

4) When can a student select the major?

A student can be placed in a college and select the major after successfully passing the preparatory year or successfully passing at least **15** hours of the preparatory year as a minimum for a distant students and a student of External Education.

5) What are the available colleges after the preparatory year?

Available colleges are:

The faculty of Arts and Humanities: Arabic – Islamic Studies – English

The faculty of Economics and Administration: Administrative Sciences (distant students only) – General Administration (students of External Education only)

6) What are the free courses?

Free courses are courses the student study from the courses not included in the student's study plan or from any other academic department. Free courses are **6** hours.

7) What are the elective courses?

Elective courses are a group of courses specified by the college at the end of the study plan for the major, from which the student selects **9** hours.

8) When is a student terminated?

A student shall be terminated when his/her cumulative **GPA** is lower than **2.00** out of **5.00** for three consecutive semesters.

9) How many hours are required for graduation?

128 hours for all departments except the administrative sciences department (**121** hours).

10) Am I committed to study certain courses, or am I committed to study just 128 hours?

You have to complete all the requirements of the study plan for the department, be it **128** hours, or **121** hours for the administrative sciences department.

11) How many free and elective hours in the departments of the faculty of Arts?

6 free hours and no elective hours.

12) How many free and elective hours in the faculty of Economics and Administration?

6 free hours and 9 elective hours, except for the department of administrative sciences as there is no free or elective hours.

13) How many free and elective hours in the college of Business in Rabigh?

6 free hours and 9 elective hours.

14) When can a student transfer to another college or major?

A student can transfer to another college or major provided that he / she does not pass more than half the requirements of the study plan, i.e. 64 hours.

15) When a student tends to transfer, is there a certain average for each major?

No average is required when a student transfers.

16) What are the procedures to apply for an alternative (make-up) exam?

A student shall fill in the request application for an alternative (make-up) exam, while attaching the excuse for being absent from the exam.

17) Can I attend Jeddah exams for the courses I was absent in remote regions exams?

Yes you can attend Jeddah exams for the courses you were absent from their exams in the remote regions exams, according to the exam schedules in Jeddah.

18) What are the required procedures before graduation?

Press My Certificate (Wathikati) icon on **Odus Plus** and complete the graduation procedures as required.

19) How can I have a statement to attend exams?

You can have the statement through **Odus Plus** of the student after adding the study schedule.

20) How can I have a statement for attending the exams?

You can have the statement through **Odus Plus** of the student after scoring the exams.



Display Suspensions

To display suspensions, select the link (display Suspensions) from the student records menu, as this page displays all the information about the elements that may prevent the student from registration, such as suspension from study.



Protect Your Information

To protect your personal and registration information, you need to log out of the system after you finish the registration process by pressing the link (Log Out) at the top left side of the page.



For More Protection Of Your Information

When the self-services page remains open for more than two minutes without making any action, the system automatically logs you out and therefore you need to log in again to the system by using your university number and password.



Academic Terms

University Calendar

The student needs to check the university calendar to know the times designated to pay fees, change schedules, attend qualification courses, submit excuses to continue study, and schedules of final exams at the page of the Deanship of Admission and Registration that can be accessed from the university website.

Registration in the qualification courses (male students)

Students who seek to register in the (free of charge) qualification courses need to go online to **Odus Plus** page and register for the courses so that they can attend.

Registration in the qualification courses (female students)

Dates and times of the courses shall be announced in the academic calendar and according to the study schedules of the student.

Students of the preparatory year do not have the right to add or delete any course from their schedules.

Exam Schedule

Final exams schedule is issued before the end of the semester. The student needs to go to the page of the Deanship of Admission and Registration to know the time and place of the final exams.

Exams Outside Jeddah

Distant Students and students in External Education who seek to have the exams outside Jeddah need to go to **Odus Plus** to register and check the relevant information.

ERS

A student can make transactions with relevant bodies in the university by submitting a request illustrating the problem and then the student shall receive a reply. The student can access the service at ers.kau.edu.sa without a need to attend to the university.

Taking Final Exams

In final exams, the student needs to bring with him/her the university **ID** card, the study schedule, and other supplies that may be required in the exam, such as the calculator, pen, pencil, etc. A student cannot attend the exam of any course not registered in the student's study schedule.

Obtaining A Statement

The student can obtain a statement to attend the final exams or a statement for attending the final exams after the end of exams and the results are announced through **Odus Plus** site so that the student may submit the statement to his/her work, if needed.

Checking Results

A student can know the results as updated through going to the marks manuscript in **Odus Plus** or through SMS, as illustrated in the website.

Postponement Of Study

The preparatory year student does not have the right to postpone the study. Students who have major excuses may apply to the Deanship of Admission and Registration and submit their excuses three weeks as a maximum before the start of the final exams so that the competent committees may study the requests.

Termination from the University: The student is terminated from the University if the student receives three consecutive warnings, and does not have the right to continue the study.

Absence From The Exam

A distant student who is absent from the exam of any course shall be considered as failed and get the grade of **DN**.

The student who fails all the courses in a semester or who is absent from all final exams shall be given (Failed the last semester) and does not have the right to log in to the system before submitting a transaction to the Deanship of Admission and Registration and duly change the student's status.

Success Mark

The minimum success mark in the university is **60** out of **100** marks.

Warning

The student who gets a cumulative **GPA** less than **2** shall get a first warning of termination from the university due to the low average. In case the average is not raised in the next semester to **2** or more, the student shall get the second warning, and then the last warning.

The student needs to wait 24 to 48 hours after selecting the major or track so that the student information can be updated

Alternative (make-up) Exam

The student who has an alternative test (AT) needs to attend the exam in the next semester at the time set in the exam schedule, without having it in the student's study schedule.

What Is Required From The Distant Student Or The Student Of External Education At The Start Of The Second Semester?

- Making sure that the academic status of the student is (continuing in study). The students who cannot log in to **Odus Plus** due to (termination) or (Failed the last semester) must send an electronic transaction to the Deanship of Admission and Registration to change their status, or else they should send an electronic transaction.
- After the previous step is done, the student must pay the tuition fees to be able to check his/her study schedule as per the time set in the academic calendar, or add courses, if no courses were registered.
- Students who have questions about the tuition fees should call the Deanship of Community Service to modify their financial status.

- After updating the study status and the financial status, the student should log in to **Odus Plus** 24 to 48 hours after payment of the fees in order to add courses, check the study schedule, and make changes to the schedule, if any.
- The student needs to visit **Odus Plus** to know the conditions, mechanisms and time of selecting the major or track.
- The student shall be denied entry to the exam of any course not registered in his/her current study schedule. The student does not have the right to adopt a schedule of a colleague. The student does not have the right to ask for approving a result of any course not registered in the study schedule.

What are the objectives of the preparatory year?

- Rationalizing admission by guiding students to the college appropriate to their skills and achievements, and orienting them to different majors at the university and the nature of the university study.
- Acquiring students the skills and knowledge needed to facilitate their success in their university study.

Note: Free courses do not appear in the list of remaining courses in the study plan. In case the student wishes to add a free course, the student must send an electronic transaction to the college asking for adding the course, illustrating course code and number.

Study Plan

The study plan is a set of courses the student must successfully pass to obtain the bachelor degree in the major of the student. The study plan consists of the university requirements, college requirements, major compulsory and elective courses, and the free courses.

Credit Hours

A credit hour is a unit to measure the courses, which a student must study in an academic semester or year, and it includes a certain educational activity every week throughout the semester.

Placement And Transfer

- The student must pass successfully **15** hours of the preparatory year hours before placement in a college.
- Application for placement in a college is done through **Odus Plus**.
- Placement is implemented at the end of the second semester.
- The student is transferred according to the cumulative **GPA**, capacity of the college, and transfer criteria.



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Student's Electronic Transactions

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