Enrollment Management Department
Registration Section

كلية المجتمـع في قطـر
Community College of Qatar

جامعة قطر
QATAR UNIVERSITY

شؤون الطلاب
STUDENT AFFAIRS

Cross Registration Request at the Community College

This form is to be completed by the student. Once you have filled out the form, submit it to the One-Stop Services Section for proccessing.

Student Information:	
Name:	QU ID:
College:	Major/ Minor:
Mobile:	The semester and year in which you wish to enroll: Fall　　Spring　　Summer　　Year:

Course Information:

Courses at Qatar University				Course at Community College				To be completed by the Registration Specialist		
Course Code	Course No.	Course Title	Scheduled hours	Course Code	Course No.	Course Title	Scheduled hours	Required in the Plan	Completed the Prerequisite	Registered the Prerequisite

Student Record Details (To be completed by the Registration Specialist):

Student status:	Study Plan:	Total Previously Transferred Credit Hours:
Total Credit Hours:	Total completed credit hours:	Total Remaining credited Hours:
Cumulative GPA:	Academic Status:	Student Status in Terms of Graduation:
Comment:		
Name:	Signature:	Date:

Head of the Registration Section:

☐ Agree　　　　☐ Disagree	Comment:	
Name:	Signature:	Date:

Rules for Cross Registration of Courses by Qatar University Students at Community College in Qatar:

- Students must meet the admission requirements and academic policies of Qatar University and the Community College.
- The student is allowed to register at the Community College only 4 times during his university studies.
- The total credit hours 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 his cumulative GPA and his academic performance, as courses will not be equated/evaluated if the student exceeds the permitted load.
- The student must have completed the prerequisite for the course he/she wishes to study, which will not be counted if the student does not pass the prerequisite course.
- Foundation Program students are not allowed to apply to study courses concurrently at the community college.
- Students on final warning are not allowed to apply to study courses concurrently at the community college.
- It is not permitted to register the same course at Qatar University and the Community College together.
- A course that was previously passed with a grade of C or higher or rated as TC will not be equated.
- No course outside the agreement courses will be equated/evaluated.
- The student's courses will not be equated if there is a penalty for the student in the same semester.
- The student must complete the Cross Registration Request at the Community College, submits it to the One-Stop Services Section, and obtains approval in the form of a "To Whom It May Concern" letter from the Registration Section via e-mail.
- The student must submit the official transcript to the One-Stop Services Section after completing the semester and posting grades.
- The grade obtained from the Community College is credited for the student, and the course is included in the study plan and is calculated in the average.
- The Enrollment Management Department equates/evaluates the successfully passed courses, so that the grade passed at the community college is calculated for the student and the course is included in the study plan and is calculated in the student's cumulative average at Qatar University.
- The above rules apply to the courses covered by the agreement between Qatar University and the Community College and in accordance with Qatar University policies.

I confirm that I have carefully reviewed and understood all the aforementioned rules. I assure you that the provided information is accurate, and I assume full responsibility for any potential inaccuracies in this data.

Student Signature:	Date: