



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011-1432

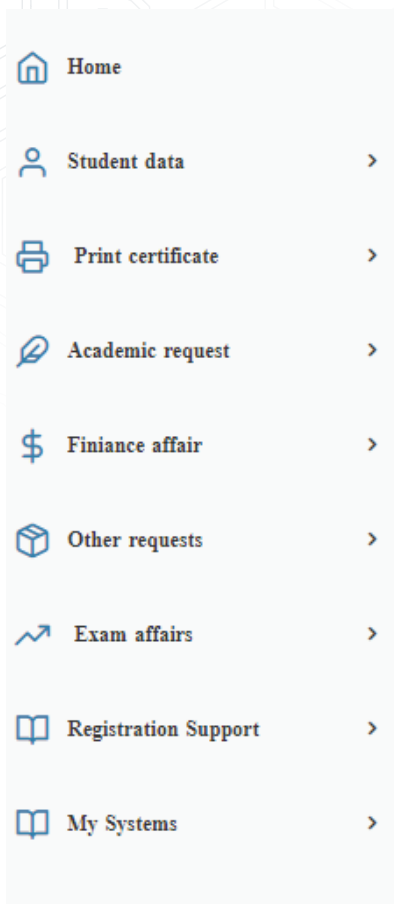
# Student Services Guide

You can access Student Services through the University's website

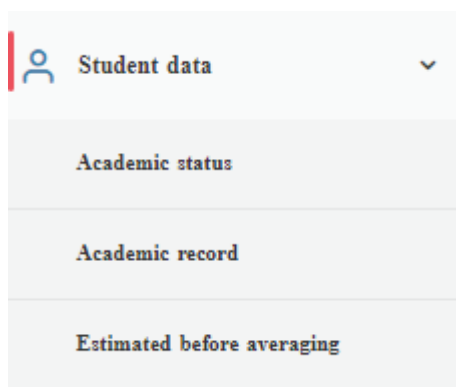
<https://www.seu.edu.sa>

and log in from the home page

## Services list:



## First: Student Information:



## Academic Status:

This service presents the student's academic status in the semester, whether (regular, postponement, excused, withdrawal, dismissal).



## Academic Record:

This service enables students to view and print their academic record.





## Grades before calculating the GPA:

This service reviews the student's grades before calculating the GPA.

Estimated before averaging

#	Course Name
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## Second: Print Certificates

 **Print certificate** 

- Certificate ID
- Exam attendance Certificate
- Exam Attendance Approval
- Student testimonials



## Identification Certificate:

This service enables students to print their own identification certificate with the academic schedule stamped by the Deanship of Graduate Studies.



## Exam Attendance Certificate:

This service aims to enable the student to print a multi-option certificate to be used when entering an exam or present it as reference for the student employee to get a study leave.



### Proof of exam attendance certificate:

This service was created to enable employed students to print proof of attending the exam. This system relies on the student attendance system that is managed electronically by both the colleges and faculty members.

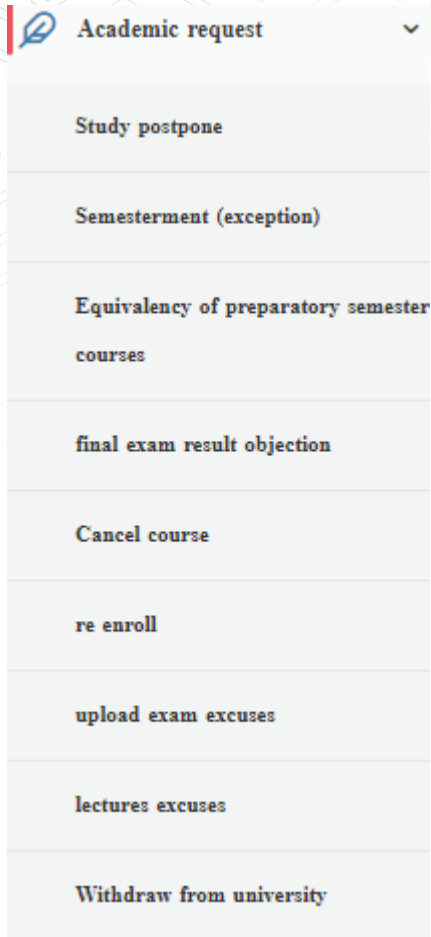


### Student statement:

It enables the student to obtain several different statements according to his needs, with a stamp authenticated by the Deanship.



## Third: Academic Requests



### Study Postponement:

This service allows you to postpone a semester. It is available before course registration. Click on (Add request).



## Drop Courses (Withdraw from a Semester):

This service enables the student to stop studying for a specific period of time after registering the courses and calculating the tuition fees.



Fill in the required information then click on Save.

## Course equivalency:

This service allows you to request course equivalency.



## Final Exam Result Appeal:

This service allows students to object to the final exam result, and they are required to pay a fee of 500 SAR for each appeal.

Click on (Add request).



**Final Exam Result Objection**

Final Exam Result Objection

Manual: [↓](#) 

Show Previous Requests

CRN	Course Name	Request Date	Request Status	Procedure
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## Drop a Course Request:

Receive requests for withdrawal from a single course after completing the registration period and deleting courses from the banner system.

Click on (Add request).



**Cancel Course**

Cancel Course

Manual: [↓](#) 

Show Previous Requests

Request Number	Course Code	Course Name	Acceptance Date	Request Date	Request Status	Delete Request
----------------	-------------	-------------	-----------------	--------------	----------------	----------------

Kindly read the conditions and fill in the required information, then click on Save.

## Re-enrollment:

This service allows the academically dismissed student to request re-enrollment.



Re-enrollment

Re-enrollment

Manual: [↓](#) [⌘](#)

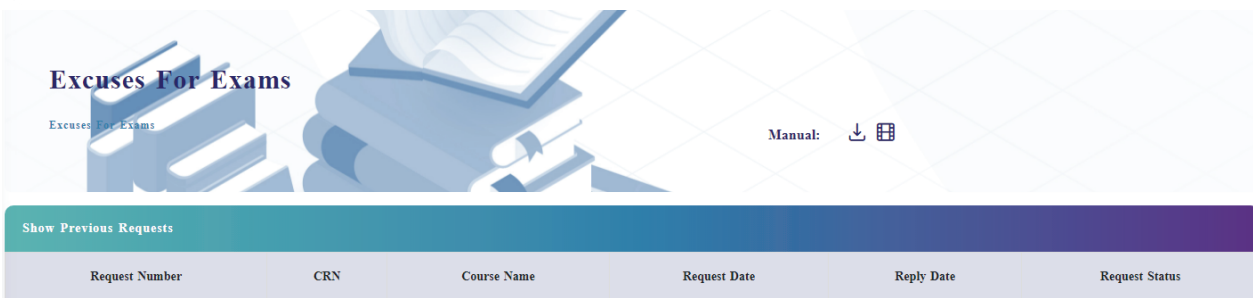
Show Previous Requests

Request Number	Request Date	Request Status	Delete Request
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## Submit Excuses for Missing the Exam:

This service allows student who is absent from midterm or final exam to submit an excuse to the college.

Click on (Add request).



Excuses For Exams

Excuses For Exams

Manual: [↓](#) [⌘](#)

Show Previous Requests

Request Number	CRN	Course Name	Request Date	Reply Date	Request Status
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Then fill in the required information and click on Save.

## Submit Excuses for Lecture Absence:

This service enables students absent from lectures (face-to-face or virtual) to submit an excuse to the college.



Lectures' Excuses

Lectures' Excuses

Manual: [↓](#) [⌘](#)

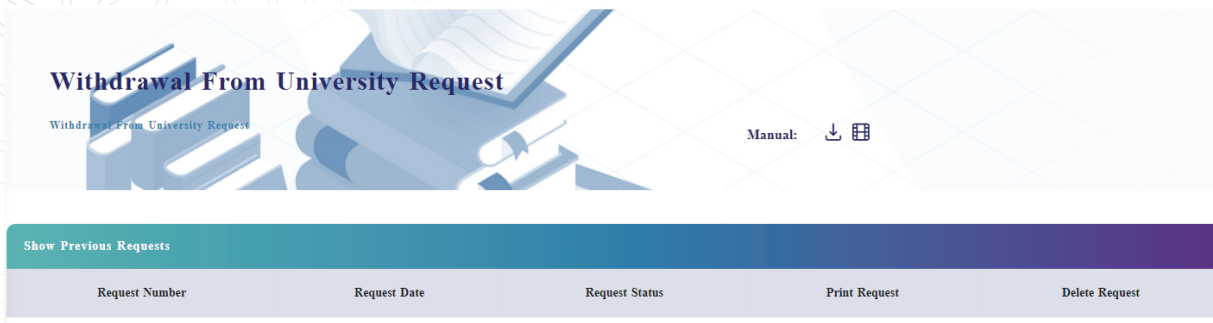
Show Previous Requests

Request Number	CRN	Course Name	Create Request	Absence Date	Absence Week	Lecture Type	Request Status	Excuse File
----------------	-----	-------------	----------------	--------------	--------------	--------------	----------------	-------------

## University Withdrawal Request:



This service aims to close the student's academic record.

Click on (add request).



**Withdrawal From University Request**

Withdrawal From University Request

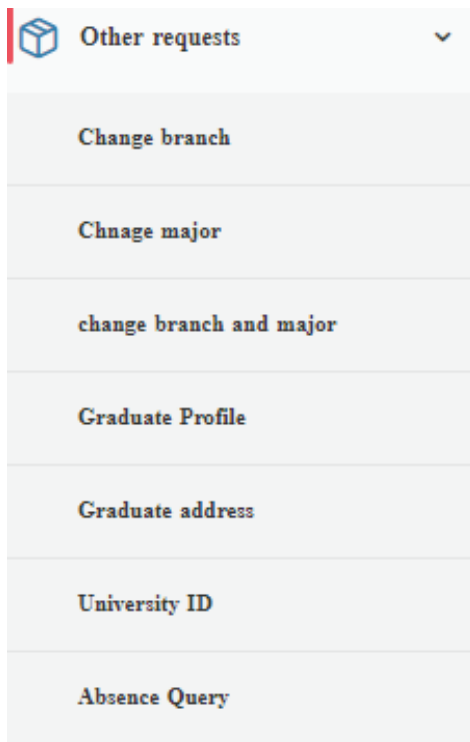
Manual:  



Show Previous Requests

Request Number	Request Date	Request Status	Print Request	Delete Request
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Fill in the required information and click on Save.

## Fourth: Other Requests



 Other requests 

- Change branch
- Chnage major
- change branch and major
- Graduate Profile
- Graduate address
- University ID
- Absence Query



## Branch Transfer:

This service allows students to transfer to another University branch permanently and it is available only once.

Click on (Add request).



Fill in the required information and click on Save.

## Change Major:

This service allows students to change majors within the university according to the terms and regulations for graduate studies programs.

Click on Add request.



Fill in the required information and click on Save.






## Change of branch and major:

This service allows students to change majors and branch within the university according to the terms and regulations for graduate studies programs.



**Change of branch and specialty**  
Change of branch and specialty

Manual: 

Show Previous Requests

Request Number	Request Date	current branch	Required branch	Current Specialization	Required profession	Request Status	Print Request	Delete Request
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## Graduation application:



**Graduate Profile**  
Graduate Profile

Manual: 

Show Previous Requests

Request Number	Request Date	Request Status		Delete Request
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## Graduation Address:



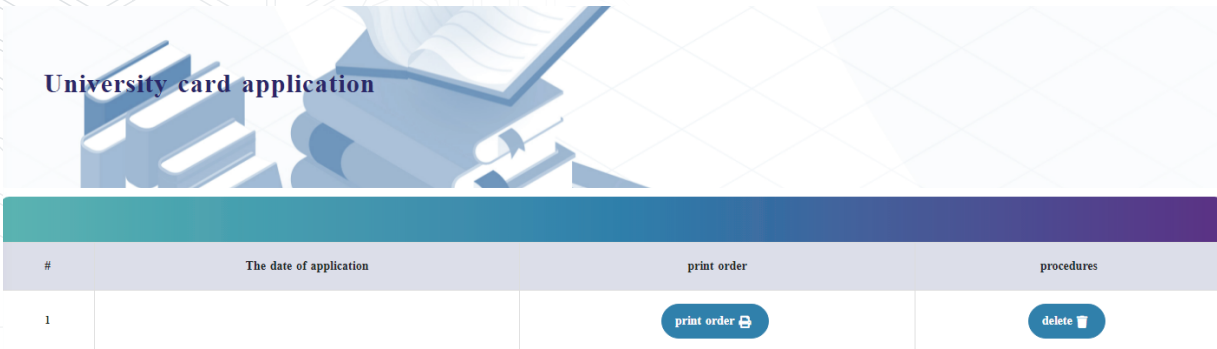
**Graduate Address**  
Graduate Address



## Student ID Card Request:

This service enables students to request a Student ID card.

Click on Add request.



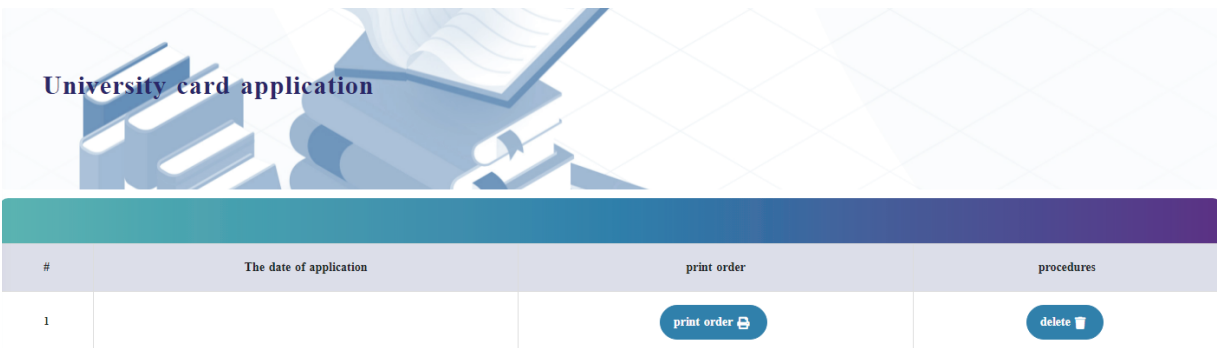
The image shows a screenshot of a web application interface for 'University card application'. It features a header with the title and a grid of application records. The first record is visible, showing a table with columns for ID, date of application, print order, and procedures. The 'print order' and 'procedures' columns contain buttons labeled 'print order' and 'delete' respectively.

#	The date of application	print order	procedures
1		<a href="#">print order</a>	<a href="#">delete</a>

Then fill in the required information and click on Save.

## Absence Record:

It enables students to view the percentage of their absence from face-to-face and virtual lectures.



This image is a duplicate of the one above, showing the 'University card application' interface with a table containing one record and buttons for 'print order' and 'delete'.

#	The date of application	print order	procedures
1		<a href="#">print order</a>	<a href="#">delete</a>

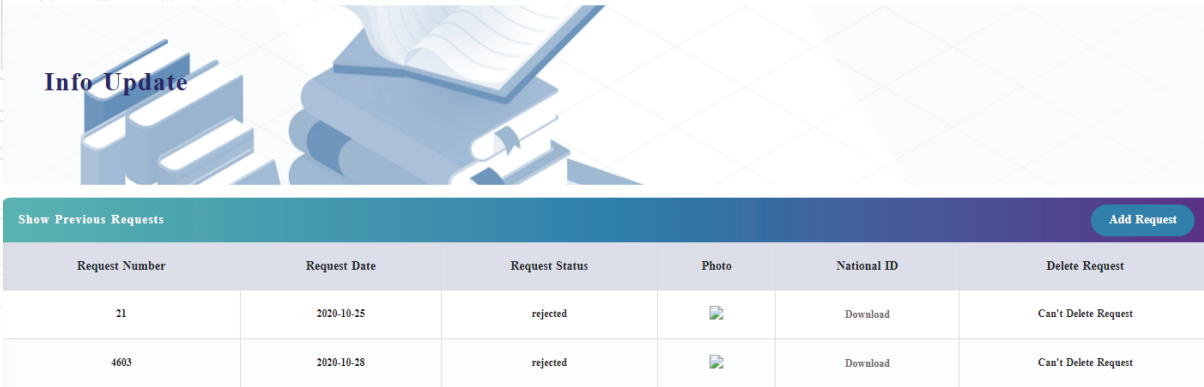
## Fifth: Exam Affairs





The image shows a dropdown menu for 'Exam affairs'. The menu is open, displaying two options: 'Exam system image' and 'Final exams'.

Exam affairs
Exam system image
Final exams

## Test system photo:



The screenshot shows a web interface with a header 'Info Update' and a button 'Add Request'. Below is a table with columns: Request Number, Request Date, Request Status, Photo, National ID, and Delete Request. The table contains two rows of data.

Request Number	Request Date	Request Status	Photo	National ID	Delete Request
21	2020-10-25	rejected		Download	Can't Delete Request
4603	2020-10-28	rejected		Download	Can't Delete Request

## Final Exam:



The screenshot shows a web interface with a header 'Final exams' and a sub-header 'Final exams for the first semester of the academic year 1443'. The background features a stylized image of books and a pen.

## Sixth: Academic Assistant

This service allows students to communicate to solve the various problems that the student faces, whether academic, technical or electronic problems, as well as for general inquiries and to request an objection to the committee's decision.

 **Registration Support** ▼

- Registration Assistant
- Academic Requests
- IT Support
- Electronic Exams
- E-Payment Support
- Knowledge Resources
- Objection to Disciplinary Committee
- Inquiries

**Registration assistant:**



**Academic Assistant**  
Registration Assistant

The system is now under maintenance

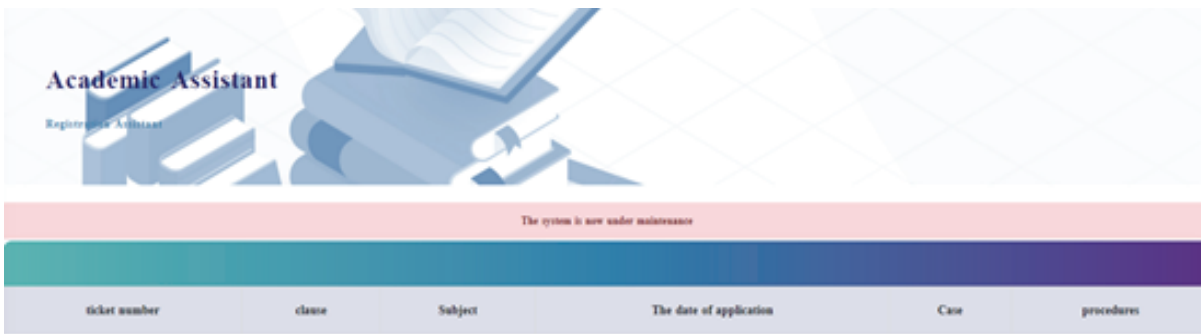
ticket number	class	Subject	The date of application	Case	procedures
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## Academic Problems:



## Technical Problems:



## Electronic Exams:



The screenshot shows the 'Academic Assistant' interface for 'electronic exams'. It features a header with the title and a sub-header. Below the header is a red banner with the text 'The system is now under maintenance'. Underneath is a light blue banner with the text 'The service is only available during the exam period, please review the academic calendar from here'. At the bottom is a table with six columns: 'ticket number', 'course', 'Subject', 'The date of application', 'Case', and 'procedures'.

ticket number	course	Subject	The date of application	Case	procedures
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## Electronic payment problems:



The screenshot shows the 'Academic Assistant' interface for 'Electronic payment problems'. It features a header with the title and a sub-header. Below the header is a red banner with the text 'The system is now under maintenance'. Underneath is a light blue banner with the text 'The service is only available during the exam period, please review the academic calendar from here'. At the bottom is a table with six columns: 'ticket number', 'course', 'Subject', 'The date of application', 'Case', and 'procedures'.

ticket number	course	Subject	The date of application	Case	procedures
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## Knowledge sources:

**Academic Assistant**  
Knowledge Sources

The system is now under maintenance

ticket number	clause	Subject	The date of application	Case	procedures
---------------	--------	---------	-------------------------	------	------------

## Objection to the decision of the Disciplinary Committee:

**Academic Assistant**  
Objection to the decision of the Disciplinary Committee

The system is now under maintenance

ticket number	The punishment	Type of Violation	Resolution No.	The date of application	Case	procedures
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## Inquiries:

**Academic Assistant**  
Inquiries

The system is now under maintenance

ticket number	clause	Subject	The date of application	Case	procedures
---------------	--------	---------	-------------------------	------	------------

## seventh: My systems

