



## OFFICE OF THE REGISTRAR WELCOME ADDRESS

**Welcome back to ADU and to Spring 11-12 semester.**

The Office of the Registrar is open from Sunday till Thursday, 9:00AM-6:00PM. Among the services offered are the creation of class schedules, registration, enrollment and degree audits, declare/change majors, as well as transcript requests and issuing ID cards and official letter. At the Office of the Registrar, we support student success through providing a wide range of services, all meant to maintain the integrity of the implementation of ADU academic policies and procedures, guard the students' academic records, and optimize the use of instructional space on both our campuses in Abu Dhabi and Al Ain.

If you feel that you are uncertain and need some information, we invite you to visit the staff members of the Office of the Registrar and we will be more than glad to serve you. We understand that everyone's needs are different and we will make every possible effort to address your needs on campus with due diligence and care.

## STUDENT COMMUNICATION POLICY

**ADU student email addresses are the official university communication** vehicles used to disseminate important information on University regulations. Students are expected to regularly check their **university email account** for messages from ADU's academic and/or administrative departments. You can no longer receive any email using your personal account so we highly encourage you to ensure that your ADU email address (ID number@students.adu.ac.ae) is working properly. Otherwise, if you face any difficulty accessing your university email address, please check with the IT department or call 501-5959 for kind assistance.

## SPRING 2011-2012 IMPORTANT DATES

First Day of Classes	<b>February 19, 2012</b>
Add and Drop Period with 100% Refund	<b>February 19-23, 2012</b>
Payment Deadline	<b>February 23, 2012</b>
Course Withdrawal Period with 75% Refund	<b>February 26 to March 1, 2012</b>
Course withdrawal Period with 50% Refund	<b>March 4 to 8, 2012</b>



## ABU DHABI UNIVERSITY Call Center

### CALL CENTER

#### Who are we?

We are the call center of the University who provides support to student queries.

#### How will you benefit from us?

Call us at Toll Free number **80023968** if you want to:

- Know anything about Abu Dhabi University
- You want your University to improve and have a suggestion to share
- Not clear with any process related to admission and registration
- You are not happy with any issue and want to lodge a formal complaint
- Any other possible query

We will not only help you, resolve your issue and guide you in the correct manner, but also, if we do not have the information we will call you back with the answer within one working day.

#### CallToll Free:

**800 ADYOU (80023968)**

[www.adu.ac.ae](http://www.adu.ac.ae)

**We are here for YOU from 9 am - 6 pm Sunday - Thursday and have 8 lines hubbed to the Toll Free number to ensure easy and seamless access.**

### Important Numbers

ADU Hotline: 800 23968 Registration: (02) 501 5912 Finance: (02) 501 5968 IT: (02) 501 5959  
Student Services: (02) 501 5907 SEDO: (02) 501 5913 Library: (02) 501 5770 UC: (02) 501 5809  
CECS: (02) 501 5731 CAS: (02) 501 5721 COBA: (02) 501 5675