UNIVERSITY OF MOSUL
College of Political Science

Guide to Registration & Student Affairs Division

Division Location: The Registration and Student Affairs Division is located on the ground floor of the college building, within the hallway of administrative divisions and units.

STAFF MEMBERS

Name	Administrative Unit / Role
Mr. Omar Abdullah Khalil	Head of the Division
Mrs. Zainab Tawfeeq Qanbar	Alumni and Documents Verification Unit
Asst. Lect. Ghada Hazim Younis	Registration, Admissions, and Databases Unit
Mr. Harith Shalaan Abbo	Student Affairs Follow-up Unit
Asst. Lect. Huthaifa Fathallah Ali	Documents Audit Unit
Mr. Omar Muwaffaq Sulaiman	Alumni and Documents Verification Unit
Mrs. Azhar Abdullah Fathi	Student Affairs Follow-up Unit
Mrs. Maalim Khalid Aman	Student Affairs Follow-up Unit

VISION

The Registration Division at the College of Political Science aspires to achieve excellence in providing administrative and logistical support to the college and its scientific departments. This is accomplished through effective management and coordination of student affairs from the moment of admission until graduation, providing a supportive environment that ensures an outstanding educational experience. The division derives its strategic dimension from the nature of Political Science by actively contributing to the preparation of cadres equipped with a deep understanding of international relations and public policy.

OBJECTIVES

1. Creating an appropriate academic environment for undergraduate students and enhancing academic and scientific research methods.
2. Establishing a solid and robust database containing all information related to new and continuing students.
3. Developing effective mechanisms to foster a strong scientific foundation.
4. Accurately executing all administrative tasks assigned to the division.
5. Striving continuously for the advancement and development of the Registration and Student Affairs Division.
6. Formulating innovative solutions to address any obstacles encountered during the period of study.
7. Maintaining effective communication with students and faculty, while expanding communication channels between students, academic staff, and administration.
8. Strictly adhering to academic laws, regulations, and institutional policies.

ADMINISTRATIVE UNITS & WORK RESPONSIBILITIES

1. Student Affairs Follow-up Unit

- Monitoring current students' academic attendance and adherence to college regulations.
- Organizing and continuously updating student administrative files and records.
- Tracking academic warning cases and absences, and submitting official reports to the management.
- Issuing electronic student identification cards (IDs).
- Supervising the course registration process according to approved academic schedules.
- Processing requests for internal department transfers or college transfers.

2. Alumni and Attestation Unit

- Preparing official graduation certificates and final academic transcripts.
- Tracking alumni affairs and recording their data into official university registers.
- Addressing alumni inquiries regarding certificates, records, and academic verification.
- Organizing annual graduation ceremonies in coordination with relevant administrative bodies.
- Providing logistical support for authenticating certificates with official external agencies.

3. Admissions and Registration Unit

- Receiving admission applications for new students and registering them within the college.
- Reviewing, auditing, and verifying official documentation provided by applicants.
- Organizing entrance examinations and managing result records.
- Compiling statistics and periodic analytical reports regarding admissions and registration.
- Coordinating with academic departments to manage student distribution across specializations.

4. Document Authentication Unit

- **Document Verification & Authentication:** Verifying the authenticity of official university documents (such as certificates and letters of endorsement) and stamping them with the official college seal prior to dispatch.
- **Transaction Processing:** Receiving authentication applications, prioritizing requests, and tracking processing status for prompt completion.
- **Coordination with University Presidency:** Forwarding authenticated documents to the University Presidency or external entities (e.g., Ministry of Higher Education) when central authentication is required.
- **Student Guidance:** Providing instructions regarding document requirements, fee submission/e-payment procedures, and answering student inquiries.

GENERAL DIVISION DUTIES & SYSTEMS

1. Full compliance with ministerial guidelines and institutional regulations regarding student affairs.
2. Preparing periodic analytical reports on student status and submitting them to executive management.
3. Providing guidance and legal/policy information to students.
4. Maintaining strict confidentiality regarding students' academic and personal records.
5. Currently operating and managing the new unified electronic system, connected directly to the Computer Center at the University Presidency, comprising the following integrated subsystems:

- **Subsystem 1:** Student Registration and Admissions Subsystem
- **Subsystem 2:** Document Authenticity Verification Subsystem
- **Subsystem 3:** Student Grant / Financial Aid Subsystem
- **Subsystem 4:** Student Platform Committee Subsystem