



Student's Handbook

Dental and Oral Health Department

Bachelor of Dental Assistant Program



Congratulation and Welcome

Dear students,

On behalf of the Dental and Oral Health Department, I would like to thank you for joining the Dental Assisting Program. We are pleased to welcome you to the Dental and Oral Health Department. Since its foundation, the Dental and Oral Health Department at Prince Sultan Military College of Health Sciences has improved the quality of oral healthcare by producing highly competent and qualified dental assistants by offering distinguished education and training, to provide high-quality dental and oral healthcare, and are prepared to serve the community and participate in research.

In addition, the department focuses on the educational aspect of dental health by participating in educational campaigns and research. The program consists of three clinical years and a one-year internship. The purpose of this guide is to provide you with key information regarding the Department of Dental and Oral Health, scientific and administrative units, regulations, instructions, and to explain to you how our program works. It is important that you read this handbook to familiarize yourself with your program of study and departmental policies and procedures before you begin the studies.

The faculty of the Dental and Oral Health Department are here to help you through your studies. The staff are willing to advise you whenever you inquire, motivate, encourage, and guide you to think out of the box. For any academic concerns, you are assigned an adviser to guide you during your whole stage in college. Feel free to approach your advisor during office hours posted on the faculty office door. We hope that this guide will achieve the goal and the desired clarification for our dear students.

We are almost sure that you are excited to start your journey.



Introduction and Department History

Since its establishment until now, the Department of Dental and Oral Health at Prince Sultan College of Health Sciences in Dhahran has provided the best services in the field of Dental and Oral Health as an essential part of its educational program. In addition, the department stresses the importance of education through participation in many campaigns and exhibitions aimed at raising awareness among citizens and emphasizing the importance of preventing oral and dental diseases.

The Dental Assistant program is available in the department for Saudi female students, which qualifies them upon graduation to obtain a bachelor's degree in this specialty. In addition to theoretical educational programs, students can learn about the clinical applications of the dental assistant, including working alongside the doctor in regular clinics, specialized clinics, sterilization unit, and administrative office of the dental department.



Program's mission, vision, and goals

Vision:

To be a distinguished program, locally and regionally, in preparing dental assistants and providing them with a high level of knowledge and skills.

Mission:

To graduate competent and qualified dental assistants by offering distinguished education and training, to provide high quality dental and oral healthcare, and are prepared to serve the community and participate in research.

Goals:

- Provide quality dental assistant education.
- Ensure ongoing enhancements of academic education practices.
- Organize continual professional development opportunities.
- Contribute in scientific research.
- Undertake community service initiatives.

Graduate Attributes:

After the completion of graduation requirements, graduates will be granted a Bachelor's degree in Applied Medical Sciences as a Dental Assistant and will be able to:

- Develop a mastery of all the clinical, professional, and interpersonal skills needed to perform within their clinical and administrative scope of practice as a part of the dental team, utilizing evidence-based practice.
- Integrate didactics with clinical skills in the dental sciences, prevention, and oral health promotion to various treatment situations in the dental setting.
- Demonstrate effective leadership and teamwork communication skills and ethical behavior within the healthcare system toward quality oral care and system improvement.
- Contribute to scientific research using appropriate methodology and critical thinking.



Bachelor of Dental Assistant Program Description

1. Program title and code: Dental Assistant (DA).
2. Credit hours required for completion of the program: 139.
3. Award granted on completion of the program: Bachelor of Dental Assistant (BDA).
4. Professional occupations for which graduates are prepared: Dental Assistant

Job Opportunities and Variety of Choices after Graduation

Dental assistant students can work in hospital dental clinics, research facilities, governments, community health agencies, academic institutions, and private dental practices throughout the Kingdom and they will find that the variety of courses they have studied allows them to continue their Higher Education for a Master or Doctoral Degree in their chosen subject.



Department's Facilities, Labs, Research, Library

1. Class Rooms

The college has capacious classrooms with Smart Board and audio-visual facilities for active and interactive teaching and learning.

2. Dental Clinics

The Dental and Oral Health Department has 15 dental clinics located on the ground floor in the Female building. All clinics are fully equipped with state of art dental chairs and most with a digital radiology facility.

3. Dental Laboratory

The Dental and Oral Health Department has one lab located on the first floor in the Female building.

4. LDU, Local Decontamination unit.

The service provided include collection of contaminated medical instruments; decontamination of soiled items: assembly inspection and test; sterile processing, and return distribution of processed reused instrument

5. Library

Students are provided with textbooks, journals, online books, and search engines in the College Library with adequate space for sitting. Students can complete their assignments and access online books while sitting there.

6. Extra-Curricular Activities.

Student Extra-Curricular Activities organizes different extra-curricular activities for students. Campus has a playground for lawn tennis, soccer, and facilities for playing volleyball, table tennis. The playground also has a jogging track. Also, a gymnasium with indoor exercise and different fitness facilities including a swimming pool. The DOH faculty takes part in diversifying the activities offered to the students depends in their needs.



7. Online services:

Blackboard

Blackboard can provide a virtual classroom where lectures can take place. The student has to attend the lecture scheduled in Blackboard and she will be able to submit assignments, participate in discussions and submit quizzes. Blackboard also provides students with related course discussion threads and teaching materials.

For more information please click the below link:

<https://lms.psmchs.edu.sa>

E-mail address

All students are provided with an e-mail address ending with the college domain. E-mail is the primary communication channel between students and faculty **ONLY**.



Library Facilities

The library is considered the heart of every institution where teachers and students stay for the enrichment of knowledge. The college library is situated on the ground floor of PSMCHS's main building with its purpose to ensure that all library readers have equal access to the library's resources and that where an essential book is urgently needed, the reader will always be facilitated.

PSMCHS library has a vast collection of books that helps the students to refer to all specialties of Dental including research books and journals. The library timing as following

LIBRARY HOURS (MAIN LIBRARY)

- Sunday and Tuesday: 07:30 AM - 04:00 PM (**Male**)
- Monday and Wednesday: 07:30 AM - 04:00 PM (**Female**)
- Thursday: 07:30 AM - 12:00 PM (**Female**)
12:30 PM - 04:00 PM (**Male**)
- Friday-Saturday and Holidays: **Closed**

E-library facility also is available. Students have access to computers in the library. A library survey is conducted to evaluate the library services. For more information about the college facilities please refer to the College facilities section.



Academic Regulations

Admission Requirements for the program

Applications to the Dental Assistant Program are accepted at the beginning of the academic year

Selections are made based on:

1. Successful Completion of the pre-clinical year.

Study Plan

The Dental Assistant program involves a four-year course of study and one year of clinical internship, leading award of a bachelor's degree in Dental Assistant.

Program Study Plan

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours	Type of requirements (Institution, College, or Program)
Level 1	ENG 108	English Language	Required	-	7	Institution
	MATH 101	Mathematics I	Required	-	3	Institution
	COM 100	Computer Studies I	Required	-	3	Institution
	ULS 101	University Life Skills	Required	-	2	Institution
	HLS 102	Healthy Lifestyle	Required	-	2	Institution
Level 2	ENG 109	English Language II	Required	ENG 108	5	Institution
	BIOL 101	Biology I	Required	-	4	Institution
	CHEM 101	Chemistry I	Required	-	4	Institution
	PHYS 101	Physics I	Required	-	4	Institution
	THQ 111	The Holly Quran Studies	Required	-	1	Institution
Level 3	IST 200	Islamic Studies II	Required	-	2	Institution
	ANP 201	Anatomy & Physiology	Required	-	4	Institution
	HIS 111	Medical Terminology	Required	-	2	Institution
	DOH 203	Dental Materials	Required	-	2	Department
	DA 205	Introduction to Head & Neck Anatomy	Required	-	2	Department
	DA 201	Clinical Skills & Procedures I	Required	-	3	Department
	ENG 230	English Academic Writing	Required	-	2	Institution
	INE 222	Innovation and	Required	ULS 101	1	Institution



		Entrepreneurship				
Level 4	IST 201	Islamic Studies III	Required	-	2	Institution
	DA 210	Dental Terminology	Required	-	1	Department
	DOH 217	Oral Morphology	Required	-	3	Department
	DA 216	Preventive Dentistry	Required	-	2	Department
	DA 217	Dental Specialty	Required	-	3	Department
	DOH 200	Microbiology	Required	-	3	Department
	DA 211	Clinical Skills & Procedures II	Required	DA 201	3	Department
	ARB 213	Arabic Studies I	Required	-	2	Institution
Level 5	IST 300	Islamic Studies IV	Required	-	2	Institution
	DA 302	Dental Radiology I	Required	DA 205	2	Department
	DA 303	Introduction to Oral Pathology	Required	-	2	Department
	DA 304	Infection Control in Dentistry	Required	-	2	Department
	DA 305	Occupational Health & Safety	Required	-	2	Department
	BST 312	Biostatistics	Required	-	2	Institution
	DA 301	Clinical Skills & Procedures III	Required	DA 211	4	Department
Level 6	DOH 314	Dental Materials For Dental Assistant	Required	DOH 203	2	Department
	DA 317	Dental Assisting Profession	Required	-	2	Department
	PHRM 201	General Pharmacology	Required	-	3	Institution
	RM 320	Research Methodology	Required	BST 312	2	Institution
	DOH 413	Public Oral Health	Required	-	2	Department
	DA 320	Medical Emergencies in the Dental Clinic	Required	-	2	Department
	DA 310	Dental Radiology II	Required	DA 302	2	Department
	DA 311	Clinical Skills & Procedures IV	Required	DA 301	4	Department
Level 7	ARB 214	Arabic Studies II	Required	-	2	Institution
	COM 213	Communication & The Health Profession	Required	-	2	Institution
	DOH 400	Oral Health Education	Required	-	3	Department
	DA 401	Clinical Skills & Procedures V	Required	DA 311	5	Department
	DOH 406	Nutrition	Required	-	2	Department
	DA 402	Practice Management	Required	-	2	Department
	DA 410	Quality Management in Dental Clinics	Required	-	2	Department
Level 8	DA 416	Ethics & Profession	Required	-	2	Department
	DA 413	Special Needs & Medically Compromised Patients	Required	-	2	Department
	DA 490	Graduation Project	Required	RM 320	2	Department



	DA 415	Sociology	Required	-	3	Department
	DA 411	Clinical Skills & Procedures VI	Required	DA 401	5	Department



Courses Description of Dental Assistant Program

Course Title: Dental Materials
Course Code: DOH 203
Course Description: The course is an introduction to the basics of material science. It is designed to expose students to the principles related to the structure of materials and its application in dentistry. It covers the chemical, physical, and mechanical properties of dental materials. It will also introduce students to proper procedures for health and safety.
Course Title: Introduction to Head and Neck Anatomy
Course Code: DA 205
Course Description: This course aims to introduce the student to a useful foundation in the basic anatomy of the skull, with particular emphasis on the maxilla and mandible and the hard and soft tissues surrounding the oral cavity.
Course Title: Clinical Practices & Procedures I
Course Code: DA 201
Course Description: This is a totally practical-clinical orientated course with the students entering their first semester of pure clinical work, as a first step for integrating theoretical aspects into practice in order to achieve the acquisition of all the necessary skill sets for dental assisting.



Course Title: Dental Terminology

Course Code: DA 210

Course Description:

This course is designed as an introduction to the basic knowledge and fundamental principles and practice of Dental Terminology.

Profuse illustrations are provided to facilitate the learning process of this course for DA students who might otherwise be unfamiliar with biological words and descriptions.

Course Title: Oral Morphology

Course Code: DOH 217

Course Description:

Introduction and study of tooth morphology and related terminology. Anatomy of the head and neck with emphasis on the structure and function relationship in the oral cavity.

Lectures will provide knowledge in temporomandibular joint function, muscles of mastication, permanent and deciduous dentition, and supporting anatomical structures and concepts of occlusion.

Course Title: Preventive Dentistry

Course Code: DA 216

Course Description:

This course provides an introduction to oral health and the prevention of dental diseases.

The integration of the components of periodontics, oral pathology, and preventive dentistry into client care will be highlighted. The role of the dental assistant in the prevention, education of the client, recognition of dental disease, and prevention of dental disease will be discussed.



Course Title: Dental Specialty

Course Number: DA 217

Course Description:

This course is designed as an introduction to a range of procedures used in various dental specialties including restorative dentistry, prosthodontics, periodontics, pedodontics, orthodontics, and maxillofacial surgery.

Course Title: Microbiology

Course Number: DOH 200

Course Description:

This course is designed as a basic introduction to Microbiology, involving the systematic study of medically important micro-organisms, their structures, classification, and in vitro culture. The Course will also provide a more detailed study of the oral microflora.

Course Title: Clinical Practices & Procedures II

Course Number: DA 211

Course Description:

This is a totally clinical-orientated course with the students entering their second semester of pure clinical work integrating theoretical aspects into practice, having finished successfully the previous technical/practical semester spent in the acquisition of all the necessary skills for dental assisting.

Course Title: Dental Radiology I

Course Number: DA 302

Course Description:

The course explores the role of the radiographer. It also explains the fundamentals of radiation protection and ethical responsibilities.



Course Title: Introduction to Oral Pathology

Course Number: DA 303

Course Description:

This course is designed to introduce the student to various oral pathologies. It also explores different disorders with oral manifestations.

Course Title: Infection Control in Dentistry

Course Number: DA 304

Course Description:

This course is designed to introduce the student to the study of basic microbiology and infection control as it relates to the dental clinic, laboratory, and sterilization room. It will emphasize to the student about the basic concepts of the spread of disease which may occur in the dental office and the procedures and modifications arising, in terms of preventing direct and indirect infections occurring in the dental office.

Course Title: Occupational Health & Safety

Course Number: DA 305

Course Description:

This course outlines the wide variety of regulations concerning the handling of hazardous chemicals, employee safety, and waste management. To prepare the student to maintain a safe and healthy environment for patients and the dental team, this is predicated by knowledge of the rules and regulations in place.

Course Title: Clinical Practices & Procedures III

Course Number: DA 301

Course Description:

This is a totally practical-clinical orientated course with the students entering their third semester of pure clinical work integrating theoretical aspects into practice, having finished successfully the previous technical/practical semester.



Course Title: Dental Materials for Dental Assistants

Course Number: DA 314

Course Description:

This course is designed to expose the students to a comprehensive study of the various dental materials in terms of composition, supplied form, mechanism of setting, microstructure, properties, manipulative techniques, and implications.

Course Title: Dental Assisting Profession

Course Number: DA 317

Course Description:

This course is designed to introduce dental assistant students to the historical development of dentistry and the dental assisting profession.

Course Title: Public Oral Health

Course Number: DOH 413

Course Description:

This course provides students with the principles and skills needed to deliver effective oral health education messages to individuals and groups. This course is integrated with the course project, which is required to carry out oral health education task successfully through educational applications, events, or visit to schools or groups.



Course Title: Medical Emergency in the Dental Clinic

Course Number: DA 320

Course Description:

This course will enable students to know and respond to emergencies, which may even be life-threatening, that occur in a dental clinic/operatory and/or in the office. To encourage the student to engage in personal studies for a deeper and broader perspective on this Course. Present principles of prevention and management of dental office emergencies, including practice in taking and recording vital signs and patients histories and cardiopulmonary resuscitation.

Course Title: Dental Radiology II

Course Number: DA 310

Course Description:

This course prepares the student for practical experience in x-ray, the profession, and healthcare in general. The course explores the role of the radiographer, the fundamentals of radiation protection, and ethical responsibilities.

Course Title: Clinical Skills & Procedures IV

Course Number: DA 311

Course Description:

This is a totally clinical-orientated course with the students entering their sixth semester of pure clinical work integrating theoretical aspects into practice, having finished successfully the previous technical/practical semester spent in the acquisition of all the necessary tasks and skill sets for dentist's assistance.



Course Title: Oral Health Education

Course Number: DOH 400

Course Description:

This course is designed to introduce the student to the rationale behind oral health education and its role in the field of preventive dental medicine. This will form part of a much wider program in community health education, which is intended to improve and, subsequently, maintain the quality and status of the public's general physical and dental health. The Course will cover basic educational methodology the planning and the preparation of simple course materials, teaching approaches and strategies, basic educational psychology, and some basic advertising techniques employed in mass communication.

Course Title: Clinical Skills & Procedures V

Course Number: DA 401

Course Description:

This is a totally practical-clinical orientated course with the students entering this fifth semester of pure clinical work integrating theoretical aspects into practice, having finished successfully the previous technical/practical semester spent in the acquisition of all the necessary dental assisting skills.

Course Title: Nutrition

Course Number: DOH 406

Course Description:

This Course is designed to introduce the student to the basic concepts of nutrition and to understand the important relationship, which exists between a balanced diet and good health in the individual. The Course involves study units in the basic functions and main sources of each of the 5 main food classes of nutrients, food values and recommended daily allowances, common nutritional disorders, and simple aspects of applied and clinical nutrition, including some important examples of special dietary requirements.



Course Title: Practice Management

Course Number: DA 402

Course Description:

This course is designed to prepare the student for the transition between functioning in an educational institution and the reality of the working world, both as an individual provider of oral health care and as a member of a dental health team. To expose the student to the requirements of managing a successful practice and the underlying ethical principles that govern the profession.

Course Title: Quality Management in Dental Clinics

Course Number: DA 410

Course Description:

This course to develop quality management competencies for qualified dental assistant professionals. By undertaking this course, you will develop an in-depth understanding of the principles of quality management, which underpin care quality regulations. As a result, successful students will be able to use the regulatory standards as a route to running more efficient, motivated, and productive teams – which will result in better patient experiences.

Course Title: Ethics & Profession

Course Number: DA 416

Course Description:

This course provides the student with an understanding of the parameters of professional practice and the legal and ethical responsibilities of the Clinic professional from the Islamic point of view. This course also provides the student with the basic concepts of patient care, and the Clinical duties towards the patients, professors, colleagues, and employees.



Course Title: Special Needs & Medically Compromised Patients

Course Number: DA 413

Course Description:

The aim of this course is to provide students with a basic understanding of the need to modify therapy when patients are medically compromised. It also aims to enable the student to locate the necessary information in order to safely, efficiently, and soundly provide the dental services required by this group of patients.

Course Title: Graduation Project

Course Number: DA 490

Course Description:

This course is the ultimate opportunity for students to apply what they have learned during their undergraduate education and touches upon all program objectives. It provides a comprehensive experience in the project process including technical aspects, communication, and ethics.

Projects are arranged by the students with the approval of the instructor. Continually updated project briefs, planning documents, interim reports, a final report, a final poster, and presentations are required. Students develop skills in communication, planning, project management, project risk management, and ethical application.

Course Title: Sociology

Course Number: DA 415

Course Description:

The course highlights how the sociological perspective is integrated into healthcare practices. It prepares the student to recognize social forces such as culture, institution, and beliefs that influence an individual's health, perceptions, actions, and opportunities. In addition, it presents the extent of alteration in health status that impacts an individual's social life.



Course Title: Clinical Skills & Procedures VI

Course Number: DA 411

Course Description:

This is a totally clinical-orientated course with the students entering their sixth semester of pure clinical work integrating theoretical aspects into practice, having finished successfully the previous technical/practical semester spent in the acquisition of all the necessary tasks and skill sets for dental assisting.



Internship (One Year)

Aims:

The internship program is designed to give dental assistant students an opportunity to obtain related experiences in the operation of dental assistant services in selected sites.

To reinforce the knowledge and skills gained in classrooms and practical experience from the college program.

The period of internship is defined as 48 weeks

This period of 48 weeks should be completed in the training institution. Interns will follow exactly the working hours and working procedures of the host institution.

The general objectives of the internship program are to:

- Demonstrate critical thinking skills in the application of the dental assistant process when caring for patients with a variety of oral health problems.
- Reinforce the knowledge and skills gained, in the classroom and skill laboratory, from the dental assistant program.
- Demonstrate safety and competency in the performance of a wide range of dental assistant procedures by applying the principles involved.
- Communicate and collaborate with health care providers.
- Utilize creative thinking in the planning and delivery of dental care.
- Increase awareness and understanding of the organizational structures, functions, practices, and policies of the host institution.
- Demonstrate professional ethics and behavior through interaction with patients, and families.
- Demonstrate beginning leadership and managerial skills.
- Utilize advanced technology and evidence-based practices to improve the quality of care.
- Participate in planned teaching activities such as seminars conferences, rounds, etc.



The Suggested Rotational Duration is as follows:

AREAS/ UNIT	Duration
Orientation	1 week
Restorative and general dentistry	6 weeks
Prosthodontics	6 weeks
Endodontics	6 weeks
Periodontics	6 weeks
Pedodontics	6 weeks
Oral surgery	6 weeks
Orthodontics	6 weeks
Radiology	2 weeks
Sterilization room	2 weeks
Reception area	1 week
Total	48 weeks



Evaluation and Assessment of the Internship Year

At the end of the internship period, the Intern's performance will be assessed. This will cover the Intern's professional knowledge and practical and interpersonal skills. The Internship manual needs to be completed and returned to the College.

In the event of an unsatisfactory assessment in any one of the areas outlined in the evaluation, the Dental Assistant student will be required to repeat all or any part of the Internship in which the required standard has not been achieved. Only when the Intern has fulfilled all the requirements of the Internship program will the College Awards and Appeals Committee approve the award of the Diploma.

Completion Requirements

- Assessment of each internship student will be done at the end of each section or phase of their training by the evaluation of the training sites.
- The assessment will be done by the supervisor or preceptor at the training site where the student is training at.
- The evaluations will be sent from the supervisor at the training site to the head of the Department of Training and Internship for further review.
- Failure to complete any phase or section of the training period will result in repetition of that period until that student receives a good recommendation at the least. Students will receive a successful completion of their internship period if they receive at least a good evaluation for all of the phases of training.
- After successful completion of all of the phases of training during the internship, the student will be awarded a certificate of completion for the internship period.



Clinical Sites

These include but are not limited to the following:

- King Fahd Military Medical Complex, Dhahran.
- Air Force Hospital, Dhahran.
- King Fahd Specialist Hospital, Dammam.
- Dammam Central Hospital, Dammam
- Johns Hopkins Aramco Healthcare, Dhahran.
- National Guard Hospital, Dammam
- Prince Sultan Military Medical City, Riyadh.
- Armed Forces Hospitals in Southern Region Program, Khamis Mushait.
- King Salman Armed Forces Hospitals in Northwestern Region, Tabuk.
- King Fahd Hospital, Medina.



Attendance Policy and Punctuality

1. Students should be present in every class ahead of time. The attendance will be taken at “Zero time”. For example, for an 8:00 class, attendance must be taken at 8:00. Any student attempting to enter the class after “time zero”, i.e. from 8:01 onwards in the example above, may be admitted at the discretion of the instructor but he/she must be marked absent. **There is no such thing as an excused or unexcused absence.**

2. All cases of absence or lateness are recorded as absences. Please note that there are breaks of at least 5 minutes between consecutive classes. There are normally 8 classes of 50 minutes each on the daily College timetable.

3. Classes should also finish on time and should not be cut short arbitrarily. Exceptions to this include classes used for examinations or practical, both of which may finish early if all students have completed their work and no break times.

4. The student will get warnings (Warning letter) if he/she exceeds a certain number of absences. The intervals of warning are as follows:

- 10-14 % Absence= 1st warning
- 15-20 % Absence= 2nd warning
- 21-25 % Absence= 3rd warning
- Above 25 % Absence = Deprived for the course and the student cannot write the final exam.

على الطالب حضور جميع المحاضرات والدروس العملية والعملية ويحرم من الاستمرار في دخول الاختبار النهائي إذا زادت نسبة الغياب عن 22 % في السنة التحضيرية و 22 % في السنوات العملية. يراجع هذا ونظام الأعدار القهرية المقبولة والانذار الأكاديمي وغيرها من الأمور الهامة للطالب بموقع الكلية الإلكتروني.

<http://www.psmchs.edu.sa/images/reg-regulations/bsc-exams-regulations.pdf>



Examination Rules and Regulations for Students القواعد والتعليمات التنفيذية للاختبارات الخاصة بالطالب

- a. All students must follow precautionary measures and wear a facemask. Violating students will not be allowed to attend the exam.
- b. Each student must check the date, time and the assigned room for the exam from the exam schedule.
- c. Students will remain outside the examination room until directed to enter by the senior invigilator.
- d. All examinations should start and end promptly at the scheduled time.
- e. Students must wear the college uniform, female students are not allowed to wear Abaya, Hijab or Niqab during examinations (except in case of a male present, it is only allowed to wear Hijab and Niqab not Abaya).
- f. Students must place all bags and other items outside the classroom.
- g. Students are required to sign their name on the exam attendance sheet (with his/her ID card).
- h. Student's name and academic ID must be clearly placed on the examination booklet and applicable answer sheets.
- i. Students are not allowed to enter the exam room without the student ID card. Once the students have been seated, they must display their student ID cards on their desks, photo side up. Students are not allowed to conduct further conversations.
- j. Writing on desks or computers is prohibited. Please ensure to put your chair back in place before you leave the classroom.
- k. Late students are allowed entrance up to 30 minutes past the start time. Please note that no student may depart prior to 35 minutes after the start



- l. Students must bring sufficient equipment to the exam and may not borrow from others during the period.
- m. Students must have the blackboard password before the examination time.
- n. Exiting the test browser (Lockdown) in one way or another is considered an attempt to cheat and exposes the student to accountability.
- o. Students are not allowed to leave the exam room for any purpose (including toilet) during the exam period unless they submit the exam paper or sign out for online exams.
- p. Students are forbidden to bring cell phones, watches with camera, any audio visual devices or using any translation system into examination room. They are treated as a source of cheating.
- q. Cheating will subject the students to disciplinary actions and failure.
- r. Should a student experience comprehension problems to the examination process during the examination, or completes his examination he/she must alert the invigilator by raising a hand. Only, he/she will quickly and quietly depart the facility.
- s. Students are not allowed to tamper with the computer, electrical connectors and internet which may lead to disconnect the computer during the exam and loss time and information.
- t. Sick leave for a one-day absence from the final exam will be accepted if it is due to a medical reason. In such a case, the exam will be rescheduled for the student with 100% of the total course grade, and all grades for the year's assignments will be canceled.



Students Guideline for Examinations

- Faculty will monitor all exams and/or quiz sessions closely.
- Students will put their names on the test paper as soon as it is passed to them.
- Students will return quizzes or exams to the instructor before leaving the classroom.
- Students are responsible for completely erasing any changes on his/her answer sheet. Once the answer sheet is handed over to the instructor, no more changes can be made to the answer sheet.
- Students will not discuss questions on an exam or quiz with other students who have not taken that exam or quiz.
- Students may be asked to sit on assigned seat number.



Grading Schemes (Course Assessment)

The Main Purposes of the Assessment are:

1. To test how well the student has learned and mastered the course objectives.
2. To validate the efficacy of the teaching methodology and strategies.
3. To evaluate the entire content of the course.

To be educationally valid, all forms of assessment must be directly related to the aims and objectives of the course. It will provide a means, by which the student can clearly demonstrate acquired knowledge and the mastery of skills learned during the course of his studies. It will help identify, not only the nature and quality of learning but also point to any particular strengths and weaknesses which a student may possess. Thus, in any given course, the full range of assessments would normally be used. In addition, the assessment will have a direct influence on many other aspects of the Course, including teaching and objectives.

The Overall Assessment for each Course Consists of Two Parts:

1. Continuous assessment.
 - * Quizzes
 - * Unit Test
 - * Midterm Exam
 - * Practical / Skills Lab
2. End-of-semester or Final examinations.

Continuous assessment: is carried out on work completed and marked during the semester. A predetermined portion of these marks consists of work carried out by the student under formal conditions, (e.g. study unit tests, classroom written and oral tests, practical tests/exams, mid-semester examination). Other marks, allocated to continuous assessment are obtained from work carried out under non-formal circumstances, (e.g. Assignments, exercises, class presentations practical and clinical competencies evaluation, etc.). All such marks are weighted and combined to yield the overall continuous assessment mark that must fall within the range, of 40-60%, of the overall mark given to the Course.

An end-of-semester assessment: is carried out on work covering in many different aspects of the Course. The End-of- semester assessment is carried out under strictly formal examination conditions at the end of each long semester. It may include a series of examination papers, practical/clinical examinations, oral examination, etc. Marks obtained from these sources are weighted and combined to give the overall end-of-semester assessment mark, which falls within the range of 40-50% of the overall mark given to the Course.



Assignment (Homework) Element and Guidelines

The assignment element is regarded as an extension to the teaching element. Assignments that are prepared by faculty members at PSMCHS, are intended to give the student an opportunity to demonstrate what he/she has learned. They are designed in such a way as to require the student to search, analyze and apply any knowledge and understanding which has been acquired during his/her course.

Assignment Guidelines:

All assignments should be submitted with the following details:

- Assignment cover sheet which include details of course code, assignment topic, date of submission, instructor who receives the assignment and official marking details.
- Assignments should be submitted on plain white, A4 size paper.
- Assignments should be typed and will have the format shown below:
 - Font size to be 12 pitches.
 - Font style to be Times New Roman.
 - Margins to be-top and bottom=2cm, left and right=2.5cm.
 - Typing to be spaced at 1.5 line spacing.
- A student should check his/her work prior to submission to ensure minimal typographical errors, as this can influence marking.
- Marks shall be deducted if the assignment is in deficit or in excess of the set word limit of the assignment.
- The course lecturer should provide specific assignment guidelines and marking breakdowns when the assignment topic(s) is/are forwarded to the students.

A reference list and/or a Bibliography shall be included at the end of an assignment.



Grade	Descriptive Grade	Letter Grades	Points
95-100	Distinguished	A+	5.00
90 < 95	Excellent	A	4.75
85 < 90	Superior	B+	4.50
80 < 85	Very good	B	4.00
75 < 80	Above average	C+	3.50
70 < 75	Good	C	3.00
65 < 70	High pass	D+	2.50
60 < 65	Pass	D	2.00
< 60	Fail	F	1.00
---	In progress	IP	---
---	Incomplete	IC	---
---	Denial	DN	1.00
---	With drawn	W	---
---	Unsatisfactory	US	---

Minimum passing grade is 60 % for all courses.

Students in DOH Department follow the PSMCHS grade appeal process as stipulated in the College Study and Examination.



Academic Integrity and Plagiarism

Standards of Academic Conduct (Behavior)

As an academic institution, the college is committed to the discovery and dissemination of truth. However, PSMCHS believes that all members of the college community shall conduct themselves honestly and with a professional demeanor in all academic activities. The DOH faculty has established standards of academic conduct because of its belief that academic honesty is a matter of individual and college responsibility and thus, when standards of honesty are violated, each member of the community is harmed.

Furthermore, members of the college community are expected to acknowledge their responsibility to be familiar with and adhere to the Academic Integrity Policy.

Violations of Academic Integrity

Violations of the Academic Integrity Policy will include, but not be limited to, the following examples:

Cheating during examinations includes any attempt to:

- Look at another student's examination paper with the intention of using their answers for their personal benefit.
- Communicate by any means and in any manner information concerning the content of the examination during the testing period or after the examination to someone who has not yet taken the examination;
- Use any materials, such as notebooks, notes, textbooks, or other sources, not specifically designated by the instructor of the course for student use during the examination period.
- Engage in any other activity for the purpose of seeking aid not authorized by the instructor.



Statement of Cheating

The following statement is a supplement to the College Rules and Regulations on Cheating. They are presented to ensure that cheating will not be allowed. If cheating occurs, students will be aware of what action will be taken by the faculty.

Academic dishonesty cannot be disregarded. When such misconduct is established as having occurred, it subjects you to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available to you in disciplinary matters.

- **Plagiarism** is copying from a book, article, notebook, video, and/or other source material. Whether published or unpublished, without proper credit through the use of quotation marks, footnotes, and other customary means of identifying sources. Moreover, passing off as one's own the ideas, words, writings, programs, and experiments of another whether or not such actions are intentional or unintentional. Besides, plagiarism will also include submitting, without the consent of the instructor, an assignment already tendered for academic credit in another course.
- **Collusion** is working together in preparing separate course assignments in ways that are not authorized by the instructor. Academic work produced through a cooperative (Collaborative) effort of two or more students is permissible only upon the explicit consent of the instructor.
- **Lying** is knowingly furnishing false information, distorting data or omitting to provide all necessary required information to the College's advisor, registrar, admissions counselor, instructor, etc., for any academically related purpose.
- **Other** concerns that relate to the Academic Integrity Policy include such issues as computer security, stolen tests, falsified records, and vandalism of library materials. No list could include all the possible violations of academic integrity. The examples given should however, give a clearer idea of the intent and extent of applications of this policy.



Faculty Responsibilities for Upholding the Academic

Integrity Policy

- A. Faculties are expected to be familiar with the academic integrity policy. Each faculty member will inform students of the applicable procedures and conditions early on in each semester before the first examination or assignment is due.
- B. Ordinarily, class tests and final exams should be observed. Invigilation is defined as having a faculty member present in the room. Invigilation is the responsibility of the faculty member teaching the course although, where necessary, that responsibility may be shared with or delegated to faculty colleagues or graduate assistants assigned to the course.

Student's Discipline

Staff are expected to maintain discipline in class at all times. In cases where a student shows persistent indiscipline, he/she should be given two verbal warnings and then dismissed from the class. In the event of a dismissal, the incident should be reported to the Head of Department, using the "Record of Student Discipline" form. This is forwarded through the relevant coordinator, to the Student Affairs Department and the student is then called in for counseling. A copy of the form is also placed, for purposes of documentation in the office of the Director of Applied Sciences.

تعني أحكام هذه اللائحة بما يلي:

- ضبط سلوك الطالب داخل الكلية أو من مرافقها او مراكز التدريب.
- تقويم الطالب المخالفين ومعالجة سلوكهم بالأساليب التربوية المتاحة في الكلية.
- إقرار العقوبات التأديبية على الطالب المخالفين للأنظمة واللوائح المعمول بها.
- يتم مراجعة هذه اللوائح ومعرفة عقوبة كل مخالفة من الموقع الإلكتروني للكلية لائحة تأديب الطلاب:

<http://www.psmchs.edu.sa/violations.pdf>



Laboratory Practical

The laboratory practical demonstration is intended to reinforce the systematic elements in a Course, providing the student with first-hand experience of applied methods and procedures, equipment and critical thinking /problem-solving activities.

In the science-based Courses, a wide range of activities are encountered and fresh skills learned (e.g. manipulation and function of apparatus, handling and use of measuring devices, making observations, tabulations and recording of results, drawing and labeling diagrams, tests on and preparation of samples, report-writing and making inferences, preparation of standard laboratory setups, interpretation of results, etc.).

In the DA Specialty Courses, the student will meet and develop additional important skills, (e.g. practices, standardization and simple maintenance of equipment, health and safety measures, interpersonal skills and teamwork, simulate different phenomena, professional ethics and integrity, etc.). It is intended to be a review session where the student will have the opportunity to analyze, criticize and discuss her performance in the practical class. The importance of such sessions cannot be over-stressed or under-valued as they are meant to ensure that the student derives the maximum benefit from her practical work in controlled environment. Moreover, they are useful in correcting and improving any deficiency in either the practical/theoretical content or the student's learning capabilities/methods.

Each course with a practical session has practical manuals including student evaluations and competencies. These manuals must be followed by the practical instructor. The practical and the course instructor must communicate weekly to discuss the progress of the course.



Laboratory Safety

Laboratory settings represent an extremely important part of effective science learning. Articles and diagrams can bring across a huge amount of knowledge and information, but students learn more when they watch and observe experiments in labs. Although dangers may arise from scientific experiments, being cautious and following proven safety practices greatly reduce the chance of sudden accidents. Knowing the possible risks and taking preventive steps are the basis for creating a safe learning atmosphere.

The Good Laboratory Safety Practices Policy is a step towards the achievement of a safe and healthy work and study environment on the college campus. No reference point has been established as to what constitutes a truly safe and hazard-free atmosphere in laboratories. It is impossible to remove all dangers from a laboratory; therefore, we should strive to make the laboratory reasonably safe.

A person who has a strong understanding of safety recognizes hazards, has the ability to assess how exposures to these hazards might occur, and knows how to manage and control hazards so that exposure and risk are minimized. Learning about emergency procedures, how emergency equipment operates, and how to make decisions about emergencies can bring a better understanding for the need for safety and at the same time encourage the person to work more carefully in the laboratory, preventing incidents from occurring.



HAZARDS IN THE LAB

- **BIOLOGICAL:** Exposure to blood and body fluids and specimens that harbor HIV, HBV, HCV, etc.
- **CHEMICAL:** Acids, alkalines, toxic chemicals.
- **RADIOLOGICAL:** Ineffective radioactive waste disposal.
- **PHYSICAL:** Using sharps like needles, syringes, blades, laboratory glass, scalpel, razor blades, microscope slides, etc.
- **FIRE.**
- **ELECTRICAL ACCIDENTS.**



GENERAL SAFETY RULES

1. Each student should use personal protective equipment that includes, as a minimum, safety goggles, chemical-resistant gloves, and a laboratory coat. Laboratory coats protect clothes and prevent students and workers from "bringing home" dangerous chemicals or pathogenic organisms. Remove laboratory coats when leaving the laboratory. Change laboratory coats immediately upon significant contamination and do not wash laboratory clothing at home.
2. Safety goggles should be worn at all times when working in any laboratory, especially when experiments involve dangerous chemicals that could splash on the eyes. Particularly hazardous operations are the mixing or dilution of strong acids and alkalis, and the opening of sealed containers, especially those which have been shaken or heated.
3. Do not touch the face, apply cosmetics, adjust contact lenses, or bite nails during any experiment. The use of contact lenses in science laboratories is strongly discouraged because the capillary action of solutions causes rapid spreading of the solution under contact lenses and possibly delay the removal of the lenses. Quick removal of contact lenses is very difficult under adverse conditions. When laboratory activities are anticipated, prescription glasses should be worn unless a student cannot see without contact lenses. Contact lenses are also not to be worn when a dust or vapor hazard exists unless vapor-resistant goggles are available. It is essential to provide approved, non-vented protective goggles promptly to students, teachers, and visitors wearing contact lenses and ensure that the goggles are worn regularly.
4. Wash arms and hands immediately after working with allergens, carcinogens, pathogenic organisms, or toxic chemicals. Wash exposed skin well before leaving the laboratory.
5. Clean all spills and leaks quickly. Spill kits should be purchased and used to assist in clean-up operations.
6. Do not store or consume food and beverages in laboratories or near chemicals.
7. Do not smoke in laboratories.
8. Avoid smelling or tasting chemicals.
9. Avoid using damaged glassware. Broken glassware should be discarded in sealed boxes.
10. Used needles and syringes, razor blades, Pasteur pipettes and other sharp equipment should be placed in special containers labeled "sharp".
11. Do not engage in practical jokes, horseplay, or other acts of carelessness in the lab.
12. Oral pipetting or mouth suctioning of hazardous, caustic, toxic, radioactive, cancer-causing chemicals, or biological specimens is prohibited.



13. Tie long hair and fix loose clothing. Avoid wearing finger rings/jewelry that may become contaminated, react with chemicals, or be caught in the moving parts of equipment.
14. Wear shoes at all times in the laboratory. Sandals, flip-flops, perforated shoes, open-toed shoes, or canvas sneakers are prohibited in the laboratory.
15. Each individual is responsible for keeping the work area clean.
16. Chemicals and equipment should be clearly and correctly labeled as well as properly stored.
17. Clean work area upon completion of a procedure. Make sure that everything is clean in the laboratory at the end of each day.
18. Appropriate warning signs must be posted by the instructor experimenting with any dangerous equipment or experiment.
19. The laboratory staff must ensure that the interior connecting doors between laboratories are unobstructed and unlocked at all times.
20. Adequate, skid-proof footstools and stepladders should be used by the laboratory staff for reaching upper shelves. Do not stand on chairs or other easily movable objects.
21. All equipment must be inspected by the instructor, who is planning to experiment, for its defects prior to use.
22. Gas, air, and vacuum services should be turned off at the bench service valve when such equipment are not in use.
23. Be alert in unsafe conditions and correct them when detected.
24. Minimize the use of sharps. Use needles and scalpels according to appropriate guidelines and precautions.
25. Use appropriate pest-control methods for rodents, insects, etc. Disinfect the bench before and after the lab session with a disinfectant known to kill the organisms. Use disinfectants according to manufacturer instructions.
26. Avoid working alone in the laboratory.
27. Avoid using personal items (cosmetics, cell phones, calculators, pens, pencils, etc.) while in the lab.
28. Safety in the laboratory should be taught and reinforced to the students throughout the year by the faculty members associated with the laboratory work.
29. In case of any accident, the concerned faculty member should ensure that all injuries/exposure are documented according to college safety policies. A copy of the incident report must be sent to the Office of the Laboratory Superintendent.



FIRST AID KITS

The first aid kit is the most important part in the lab safety contents as students might encounter chemical, physical or health hazards during the course of an experiment. It helps to protect staff, students and the college property. It demands trained and knowledgeable staff to deal with the emergency situations in the lab. There must be someone who is capable to do initial emergency procedures before proper treatment is available. If an emergency occurs in the lab, the instructors are expected to act in an efficient way with minimal display of emotion. They are required to evaluate the problems with great attention and initiate actions according to the victim's symptoms. They should take measures to lessen the anxiety or fear of the injured student/students. The first aid kit must be readily available in all labs to avoid any medical mishaps. The kit must be legibly marked as "FIRST AID" along with the safety information sign. If an aspect of the sign gets faded or damaged, it must be replaced. Immediately call the emergency hotline by dialing 4444 once an accident happens. Follow the assistance from your colleagues if necessary, and be calm, composed, and collected since most accidents are not deadly. Avoid giving liquids/medicines to an unconscious person. Don't self-diagnose and get help from the medical professionals. Emergency contact numbers should also be posted on the walls and corridors of the labs. A written incident report must be sent to the Office of the Laboratory Superintendent when such incidents occur.

Simple first aid kit includes, but not limited to the following items:

1. Gauze pads (at least 4 x 4 inches)
2. Two large gauze pads (at least 8 x 10 inches)
3. Alcohol rub (hand sanitizer) or antiseptic hand wipes
4. One package gauze roller bandage at least 2 inches wide
5. Two triangular bandages
6. Wound cleaning agent such as sealed moistened towelettes
7. Scissors
8. At least one blanket
9. Tweezers
10. Adhesive bandages- most commonly used items in first aid kit
11. Latex gloves
12. Resuscitation equipment such as resuscitation bag, airway, or pocket mask
13. Clinical thermometer
14. Cotton Swab
15. Safety pins
16. Directions for requesting emergency assistance



EMERGENCY TELEPHONE NUMBERS

Department/Venue	Phone No/Ext
Fire Brigade	4444/6000/5940
Ambulance	4444/4463/4732
Hospital Casualty	4444
Office of the Laboratory Superintendent	6943

For more information about Safety in the lab, please see **the Laboratory Safety and Standards Handbooks.**



Student's Affairs Services

تسعى إدارة الخدمات الطلابية إلى توضيح بعض الإشكاليات التي قد يواجهها الطالب بعد انتقاله من البيئة المدرسية إلى البيئة الدراسية الجامعية، وتقوم إدارة الخدمات الطلابية بدور الوسيط بين الطالب وجميع قسام الكلية حيث يتولى القسم رعاية الطالب من الناحية التوجيهية وتتلخص مهام القسم بالآتي:

١. مساعدة الطالب للتغلب على الصعوبات (النفسية والاجتماعية) التي قد يواجهها.
٢. إعداد برامج تخص الطالب مثل (برنامج استقبال الطلاب الجدد).
٣. تزويد الطالب بجميع النماذج من تعريف واستمارة لتجديد البطاقة الطبية.
٤. تطبيق نظام العقوبات المتعلقة باللوائح التأديبية الخاصة بالكلية.
٥. متابعة الطلاب بالسكن من النواحي الإرشادية النفسية والاجتماعية.
٦. تنظيم الأنشطة الطلابية التي تشمل الأنشطة الرياضية حتى يتمكن الطالب من ممارسة هواياته المفضلة لديه. والمشاركة بالأنشطة الثقافية.
٧. تقديم المحاضرات التوعوية من قبل المختصين.
٨. متابعة الحالات الصحية الطارئة للطلبة خلال الدوام الرسمي.
٩. تنفيذ إجراءات الترشيح للمجلس الطلابي ومتابعة مهامه وأنشطته للطلاب.
١٠. تشكيل الأندية الطلابية وتنظيم عملها وطرح برامجها وأنشطتها للطلاب.
١١. تفعيل وإدارة برنامج التشغيل الطلابي في الكلية.
١٢. تعريف الطلاب بحقوقهم وواجباتهم في الحياة الجامعية.



Student Academic Advising and Counseling Services

Academic advising is an ongoing interactive process involving the student, advisor and institution. The primary goal of which is to assist students in the development and accomplishment of meaningful educational plans that is compatible with their life goals.

Academic advisors have a deep understanding of the curriculum, faculty, college rules and regulations, deadlines and academic policies. They can guide students every step of the way by helping them not only select appropriate courses but also determine the correct sequence in which they should be taken. They can help in choosing an appropriate major based on ones interests, aptitudes and goals in life. They have knowledge of the academic culture and can let students know how to take full advantage of all the opportunities available at the college.

The components of the academic advising system (student, advisor and institution) work together to achieve goals and objectives that include:

- 1) Helping students develop an educational plan and choose an appropriate course of studies to meet their academic and life objectives.
- 2) Ensuring that students are aware of opportunities and resources that can assist them in achieving their educational goals.
- 3) Assisting students in interpreting college policies and procedures.
- 4) Facilitating resolution of academic problems, conflicts and concerns, as appropriate.
- 5) Referring students as necessary to other resource unit.

The program provides counselling services through academic advising. An academic advisor is assigned to a group of 10-12 students.



The academic advisor is responsible for providing students on the following activities:

- a. Educational guidance and assistance for students by planning schedules.
- b. Determine and facilitate appropriate solutions for academic concerns and issues throughout the academic school year.
- c. Assist students' in their academic needs like adding and dropping courses.
- d. Refer students to other support units as necessary.
- e. Inform students of the available resources that would help them meet their educational objectives.

Psychological counseling:

At the college level, through student's affaires department, a psychologist specialist is available to meet with the students

Social counseling:

At the college level, through student's affaires department, social service specialist is available which provide different social activities

Career counseling:

Program don't provide career counseling yet



Responsibilities of Academic Advisor

- Know academic rules and regulations and be familiar with campus resources.
- Know the curriculum (general education or core requirements, major and minor requirements for your department).
- Publicize and keep office hours and be regularly available to students.
- Become well-acquainted with each advisee's academic progress.
- Coordinate advising and recordkeeping in your department.
- Distribute advising information to students in a timely fashion.
- To inform the student of degree requirements.
- To communicate and emphasize the student responsibility for satisfying degree requirements.
- To assist the student in her freshman year with developing a well-planned exploratory program to facilitate his choice of major and career.
- To be familiar with published academic rules and regulations of the college and to maintain an up-to-date academic advising reference file.
- To help the student plan a suitable schedule of classes, at least one semester in advance.
- To discuss with the student his academic performance and its implications.
- To refer the student to appropriate sources of information and services.
- To utilize college resources, in the course of advising.
- To determine if other advisors are assisting his/her students, and, if so, to coordinate with them regularly.
- To meet with students as requested, or required.



Responsibilities of the Student

Students admitted to the college are responsible for understanding and meeting certain responsibilities regarding undergraduate degree regulations and procedures, degree requirements, course requirements, and schedule of dates.

The responsibilities when necessary of students regarding academic advising among others are to:

- Seek advice and assistance regarding academics from the program counselor or faculty advisor.
- Learn academic rules and regulations and use campus resources.
- Learn curricular requirements for his academic program.
- Initiate and maintain regular contact with his advisor.
- Formulate academic and professional goals and have specific questions prepared for advising appointments.
- Review on a periodical basis with his advisor his progress towards graduation.
- Assume responsibility for academic and professional choices.
- Be aware that primary responsibility for selecting courses and meeting degree requirements is for the student. The advisor can suggest, recommend, and remind student of rules and requirements, but he have the primary responsibility for meeting program and degree requirements.
- Discuss his academic performance and its implications with the advisor.
- Seek help at first sign of problems; don't expect problems to be resolved without action.

More information is reflected in the college web site.



Support for Students with Special Needs

The college does not admit students who has physical and mental disabilities therefore, the program do not have support services for these kind of students.

For under achieved students' academic counselling is available to identify, motivate and support the students. The concerned Instructor of the course notifies the student's academic advisor about their poor performance. Advisory process will take place through regular meetings and follow up with the student and gives necessary instructions and guide to her in the studies to overcome the difficulties faced by the students.

For gifted, creative, and talented students many programs are available to identify and motivate them. Student affairs Unit has policies stating that gifts should be awarded to best students for theory based on criteria like GPA > 3.5, no failures, no warnings.

On a college level, Dental Assistant students have the chance to participate in any event hosted by the college such as: College Dean's List Awards, Research Day Awards, and Best Poster Presentation Award



Students Rights

Students Rights, Academic Guidance and Advisory Unit Objectives:

- The Students' Rights, Academic Guidance and Advisory Unit at the Prince Sultan Military college of Health Sciences seek to achieve the following objectives:
- Prepare students to learn and adapt to university life and coping strategies.
- Provide students with correct information about the college, educational policies, resources and study programs.
- Improve students' academic achievement, by raising their abilities and helping them to overcome the obstacles they may face during their academic attainment.
- Reduce the chances of academic difficulties (through preventive guidance, therapeutic guidance, and developmental guidance).
- Provide advice and assistance to college students who have academic problems.
- Provide support to students with academic difficulties and assist them to improve their academic level.
- Identify outstanding and gifted students and assist them to enhance their abilities and support their potential.
- Raise awareness of academic regulations among students.
- Raise students' awareness of study skills to reduce academic difficulties, Including how to effectively plan and manage their time, and teach skills that will improve their academic achievement and help them achieve their highest personal potential
- Assist students to choose the appropriate specialization according to their potential and scientific orientation.
- Raise the level of academic guidance by providing excellent and trained advisory to solve all the problems arising during the students' academic attainment.



نادي الطلاب

أهداف الأندية الطلابية:

- صقل شخصية الطلاب وإبراز مواهبهم المختلفة.
- استغلال أوقات الفراغ ببرامج هادفة ومفيدة.
- تهيئة الطلاب لمواجهة أعباء الحياة بعد تخرجهم.
- إقامة النشاطات التي تبرز جهود أعضاء النادي في المجالات التي يتميزون بها.
- اكتشاف المواهب الطلابية والتوجيه برعاية الموهوبين.
- تهيئة البيئة الملائمة للطلاب لتنمية قدراتهم ومهاراتهم.
- تبادل الخبرات فيما بينهم والعمل على تشجيعهم ودعمهم وتكريمهم.
- المشاركة في الزيارات المختلفة داخلياً وخارجياً وتبادل الخبرات مع الجهات الخارجية المختلفة.

الأندية الطلابية في كلية الأمير سلطان العسكرية للعلوم الصحية بالظهران:

- نادي نزاهة
- نادي البحث العلمي
- نادي الجودة
- نادي فكرة
- النادي الرياضي
- النادي الثقافي والاجتماعي

يتم الترشح ألي من هذه الأندية عن طريق قسم شؤون الطالب. ولمزيد من المعلومات الرجاء الاطلاع على دليل الطالب في موقع الكلية



Student's Working Rules

يهدف برنامج تشغيل الطلبة داخل مرافق الكلية بنظام الساعات إلى تنمية وصقل مهارات طلبة الكلية، وإطلاعهم على الأعمال الإدارية والفنية في مختلف أقسام الكلية والذي من شأنه إكسابهم الخبرة والمهارات المهنية، بالإضافة إلى تعزيز مبدأ أهمية العمل في نفس الطلبة وإعدادهم لخوض غمار مجالات العمل المستقبلية وتحمل المسؤولية في المستقبل كما يهدف برنامج تشغيل الطلبة داخل مرافق الكلية إلى تنمية الشعور بالانتماء والولاء للكلية ومرافقه.

مقدم الخدمة: إدارة الخدمات الطلابية، بالتعاون والتنسيق مع الأقسام ذات العلاقة.

الفئة المستفيدة: طلاب وطالبات الكلية.

مجالات العمل: مكتبة الكلية – العلاقات العامة – النادي الرياضي (للطلاب) – كافتيريا الكلية.

1. أن يكون الطالب/ الطالبة قد سجل الساعات الدراسية المطلوبة من خلال الفصل الدراسي بحيث لا تقل ساعات الفراغ في الجدول الدراسي عن خمس ساعات أسبوعياً.
2. أن يكون الطالب/ الطالبة قد أنهى برنامج الدراسات الأولى.
3. أن لا يكون الطالب تحت الإنذار الأكاديمي.
4. أن تتاح أولوية فرص التشغيل للطلاب ممن لم يسبق لهم العمل بالبرنامج منذ التحاقهم بالكلية.
5. ألا يتم تشغيل أي طالب/ طالبة سبق له العمل في البرنامج التشغيلي مرتين خلال دراسته في الكلية.
6. يحق للجنة برنامج التشغيل الطالبى الاستثناء من بعض شروط أولوية الالتحاق في حال كان الطالب/ الطالبة يتميز بقدرات ومهارات معينة ينوي تسخيرها في تدريب زملائه من الطالب على هذه المهارات.
7. يمكن الطالب/ للطالبة التسجيل في فرصة تشغيل واحدة فقط في الفصل الدراسي الواحد.
8. ألا تزيد ساعات عمل الطالب/ الطالبة عن 50 ساعة ولا تقل عن 20 ساعة خلال الشهر الواحد بواقع 15 ريال للساعة الواحدة.
9. ألا تزيد ساعات عمل الطالب خلال اليوم 3 ساعات، مع مراعاة ما ورد سابقاً بشأن الحد الأدنى والحد الأقصى لساعات العمل خلال الشهر الواحد.



Student Housing

خدمات الإسكان:

توفر الكلية غرف سكنية مؤثثة ومجهزه بالكامل للطلبة الدارسين فيها، حيث أن أحقية استلام السكن هي للطلبة القادمين من خارج المنطقة الشرقية فقط. ولاستلام السكن عليك عزيزي الطالب/الطالبة مراجعة مكتب الإسكان بالمبنى (82). وتأكد من تعبئة النماذج الخاصة بالاستلام والتسليم. ولن يتم تسليمك سكن ما لم تحضر ما يثبت كونك من خارج المنطقة الشرقية.

ولمزيد من المعلومات الرجاء مراجعة دليل الطالب على موقع الكلية



Dean's List Award

جائزة قائمة العميد الشرفية :

جائزة قائمة العميد الشرفية هي جائزة سنوية تمنح من قبل قائد كلية الأمير سلطان العسكرية للعلوم الصحية بالظهران للطلاب المتميزين أكاديمياً وسلوكياً وفق معايير محددة.

رسالة الجائزة:

إعداد خريجين متميزين أكاديمياً وسلوكياً ومسؤولين مجتمعياً من خلال التشجيع وبث روح المنافسة والتقدير المبني على المعايير.

رؤية الجائزة:

التنافس والسعي إلى التميز أحد السمات الأساسية لخريجي الكلية.

أهداف الجائزة: تهدف الجائزة من خلال تنفيذها في الكلية الى:

- إرساء مبدأ التشجيع والتقدير والاعتراف للطلاب المتميزين
- تحقيق التميز بجميع جوانب الكلية من خلال إسهامات الطلاب
- تعزيز فرص توظيف الطلاب من خلال بناء قدراتهم التنافسية
- تعزيز المهارات الطلابية أكاديمياً وبحثياً ومجتمعياً.
- المساهمة في تنمية المجتمع من خلال تزويده بخريجين متميزين.

شروط الترشح لجائزة قائمة العميد الشرفية:

1. أن يكون الطالب من بين طلاب الكلية المسجلين في وقت الترشح.
2. ان يكون الطالب ملتزم بالخطة الدراسية، وان لا يتجاوز المدة المحددة لإنهاء دراسته.
3. ألا يكون الطالب قد تدنى معدله عن (٣,٥) في جميع الفصول الدراسية التي درسها بما فيها الفصل الصيفي.
4. أن يكون الطالب قد حصل على معدل تراكمي لا يقل عن (٤,٢٥) في العام الذي ترشح فيه.
5. ألا يقل تقدير الطالب (C) جميع المقررات التي درسها منذ التحاقه بالكلية.
6. ألا يكون الطالب قد صدر بحقه أي عقوبات تأديبية نظير مخالفته للقواعد الأكاديمية أو السلوكية.
7. ألا يكون الطالب قد صدر بحقه أية عقوبات قانونية من قبل الجهات المختصة بالمملكة.



College Facilities

المرافق المتاحة بالكلية

1. **مكتبة الكلية:** تقدم مكتبة الكلية الخدمات التالية: المراجع، الدوريات العلمية، الصحف، الأشرطة الصوتية والمرئية، الاقراص المدمجة والأطالس وتحتوي المكتبة العامة على جميع الكتب الثقافية العامة وتقوم الكلية بتقديم الخدمات التالية: المراجع العامة، التوعية بالمستجدات، النسخ، المقالات الدورية توفير الكتب للأغراض الأكاديمية، المعلومات الصوتية والمرئية وخدمة الإنترنت.
2. **قاعات الندوات العلمية:** جهزت القاعات لأغراض متعددة منها عقد الندوات واللقاءات العلمية والمحاضرات وغيرها من الأنشطة التعليمية والثقافية والاجتماعية وتستوعب القاعة الصغرى 87 شخصا بينما تستوعب القاعة الكبرى 181 شخصا.
3. **المكافأة الشهرية:** يمنح الطالب المنتظم في الدراسة مكافأة شهرية حسب أنظمة المكافآت للطلاب المعمول في وزارة التعليم العالي.
4. **المركز الترفيهي:** يتوفر في هذا المركز صالة لتنس الطاولة والبياردو، صالة ألعاب القوى واللياقة البدنية وكافتيريا وصالة البولنج ومكتبة صغيرة في الطابق تحت الأرضي وإضافة إلى مكتب الاستقبال توجد استراحة ومطعم، أما الطابق العلوي فيحتوي على قاعة كبرى للندوات والمحاضرات ويتم استخدامها حسب أنظمة المجمع.
5. **صالة الألعاب الرياضية المغلقة:** تقع بجوار المهاجع وتتمارس فيها رفع الأوزان الثقيلة بأحدث الأجهزة وممارسة الرياضة السويدية وفيها العديد من الأنشطة الرياضية المختلفة للياقة البدنية.
6. **صالة اللياقة البدنية وغرفة الألعاب بالكلية:** تقع في الدور الأرضي في المبنى (82-1, 82-2) وتتمارس فيها الأنشطة الترفيهية مثل تنس الطاولة والبياردو كما تحتوي على العديد من الأجهزة الرياضية لممارسة العديد من الأنشطة الرياضية.
7. **الملاعب:** توجد ملاعب خاصة بالطلبة لممارسة الألعاب الرياضية مثل التنس وكرة القدم وكرة السلة وكرة الطائرة كما يوجد ملاعب للأنشطة الرياضية المختلفة بالمعسكر الخارجي للكلية تقام عليها المنافسات والبطولات المختلفة.
8. **المسبح:** يقع مسبح النساء بالقرب من المركز الترفيهي كما توجد غرفة لتبديل الملابس وغرف لساونا حيث طول المسبح 16م وعمق 2-1م ويعمل يوميا الساعة 11 ص 2 ظهرا عدا يوم الثلاثاء.
9. **المطعم:** يوجد مطعم لخدمة طلاب الكلية ويوفر ثلاث وجبات وتقدم بشكل دوري.
10. **السوق المركزي:** يوفر السوق المركزي الواقع بالقرب من مركز الترفيه كل ما يحتاج الطالب من مواد غذائية ومواد مكتنية.
11. **وكالة السفر:** تقدم هذه الوكالة والتي تقع بالقرب من المركز الترفيهي خدمات الحجز، علماً بأنه يمكنك الحصول على تذكرة مخفضة حسب تعليمات الخطوط السعودية بعد تعبئة استمارة التخفيض من مكتب شؤون الطلاب.
12. **البريد:** تقع وحدة البريد بجوار السوق المركزي حيث يتم استقبال الرسائل هناك من 8ص الى 2م يوميا ماعدا الخميس.
13. **الخدمة الطبية:** يمكن للطلاب مراجعة المستشفى خارج أوقات حصص الدراسة وتلقي العلاج حسب تعليمات المنظمة لذلك بعد أن يتم فتح ملف له خاص ويحمل بطاقة طبية ولا بد من إبرازها قبل المعاينة.
14. **خدمات الصيانة:** في حالة حدوث اية اعطال داخل السكن يمكن الاتصال بمسئول إسكان الكلية مباشرة وإبلاغه (6767) وفي خارج أوقات الدوام الرسمي يمكن الاتصال على جهاز النداء رقم (1367)



Code of Ethics (Behavior)

Code of Ethics for DA Students

As students of the Dental Assistant Program, you will apply the following Code of Ethics to your actions toward patients, physicians, and hospital personnel in our clinical program and in your future work. This code will apply to your personal as well as professional attitudes and conduct.

As Professionals, your will:

- Assume a professional manner in attire and conduct.
- Treat your fellow humans with care, dignity and patience.
- Establish a rapport with hospital staff, supervisors, and physicians.
- Hold in confidence information relating to patients
- Strive for increased efficiency and quality through an organization
- Be willing to accept responsibility for your own work and results;
- Strive to learn the theories of dental determinations.
- Establish confidence of the patient through kindness and empathy.

In personal conduct, your will:

- Achieve the highest degree of honesty and integrity.
- Maintain adaptability in action and attitude.
- Establish a sense of fraternity among fellow students
- Strive to have a pleasant manner in the dental clinics and with the patients
- Remember that you are College as well as Dental Assistant students; therefore, you should strive to be an educated individual outside your technical field and uphold the highest standards of respect to your colleges.



Dress Code

The students must follow college rules and regulations regarding the dress code that will reflect the professional discipline required to work in healthcare areas. The students must adhere to the following dress code instructions in the college:

For Females:

Note: Females must wear the Lab Coat at all the times in the college.

Colors are shown in the picture below:

-سكراپ تيفاني مع بالطو أبيض في المعامل أو المختبرات.
-كما هو موضح بالصورة.



-يمنع وضع مستحضرات التجميل.
-أن يكون الزي فضفاضاً ويُمنع لبس الزي الضيق الذي يُحدد الجسم.
-أن يكون الحجاب باللون الأسود يمنع الحجاب الملون.
-البالطو واسعاً وطويلاً (تحت الركبة بمقدار ٣سم).
-يمنع منعاً باتاً فتح البالطو وأن يكون مشبك الأزرار من الأمام.



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DENTAL ASSISTANTS ARE THE **HEART** OF THE DENTAL OFFICE