



كلية ليوا  
Liwa College  
Est 1993 م

# Student Orientation Booklet

Academic Year  
2023 / 2024

النجاح يبدأ بك  
Success starts with you



# Welcome to the family



“ The real asset of any advanced nation is its people, especially the educated ones, and the prosperity and success of the people are measured by the standard of their education ”

The late Sheikh Zayed bin Sultan Al Nahyan



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Prof. Mohamed Dhiaf  
President of Liwa College

## President's Welcome Message



Dear Students

You are about to take a very important step, entering the stage of your life where the possibilities are endless. By registering for a program of study at Liwa College, you will start your transformation journey to becoming a next-generation thinker, a business leader, and an entrepreneur.

At Liwa College, our students are our first and primary focus. Everything we do is informed by our desire to develop each and every one of you into creative, confident, adaptable, and ethically strong individuals who can face challenges head-on and succeed at whatever you put your mind to. Our alumni have built successful careers in leading public and private organizations, and our priority is to watch you follow in their footsteps.

My promise to you is that our faculty and staff, leading academics, expert practitioners, and international researchers will be with you every step of your Liwa College journey, supporting your success. I extend a personal invitation to take a tour of our campus and speak to our team and I look forward to welcoming you soon.



Prof. Hany El Kadi  
Vice President for Academic Affairs

## Vice President of Academic Affairs Welcome Message



As Vice-President of Academic Affairs, it is my great pleasure and distinct privilege to welcome you to Liwa College (LC).

In doing so, I also want to promise our students and their parents that we will continue to work with supreme dedication to foster an environment where excellence will continue to be the foundation that guides everything we do in the College.

With its two campuses in downtown Abu Dhabi and in the City of Al-Ain, our five Faculties offer more than 20 academic programs in Business, Medical & Health Sciences, Engineering, Information Technology and Media & Public Relations.

LC is a unique place in which the research and scholarship of our faculty coexist with a well-recognized tradition of teaching excellence. We are committed to providing an exceptional student experience that extends beyond graduation and to supporting our students to develop into career-ready professionals and qualified global leaders.

To our students, I would like to say: **"Welcome to Liwa College and be prepared to enjoy a truly unique educational experience"**.



# Student ID Card And Gate Access



Student ID card is issued by student affairs department along with registering hand scan for a verified campus access. Student need to provide a recent formal photo and copy the EID to complete this process through the service portal.

LC provides Student ID cards to all of its students to allow them to access various amenities of the College such as the library and recreational areas. The Student Affairs Department supports you in getting student ID cards as well as in registering hand scans for verified campus access. To get the student ID card, you need to provide a copy of your EID and a recent formal photo through the service portal of the College.

## Information and Communication Technology

After receiving the admission letter and registering for courses, your SIS login details will be generated and sent to your personal student email.

### Logging to student information system (SIS)

- Your username and password will give you access to the College's Student Information System.
- Your username is your student ID number.
- Your LC email address will be: **studentidnumber@lc.ac.ae**
- A welcome email will be sent to you via your registered personal email address instructing you on how to register your courses
- For online registration, use the following link: <https://sis.lc.ac.ae/>

## Wireless Connection

All students can access our wireless network all over the campus using their username & password via:





# Student Learning Management Portal



Blackboard

You can access the portal via <https://lms.lc.ac.ae/>

To log in, use your College email credentials. This portal will allow you to access courses materials, submit projects & assignments, see marks and feedback from faculty, interact with your classmates and instructors, receive notification(s) about courses and many more activities.

## IT Support

The IT support team is the first line of contact to support students having technical issues. Please contact IT Help Desk via:

Email: [ithelpdesk@lc.ac.ae](mailto:ithelpdesk@lc.ac.ae)

Phone: 600500606, Ext. 2030

Support hours:

- Monday – Thursday : 10:00 am to 7:00 pm
- Friday : 9:00 am to 6:00 pm
- Saturday & Sunday : 10:00 am to 6:00 pm

## Student Affairs

Student Affairs Department serves as a central point of contact for students and academic staff regarding administrative matters and it focuses on providing quality programs, resources, and services for all students. Student Affairs Department at LC and strives to enhance students' educational experience through career development, counseling, health services, sports, student support and success, and much more.





# Student Counseling

Counseling services are an integral part of the educational mission of Liwa College. Counselors provide consultation, preventive and developmental intervention to students who are experiencing challenges due to academic, career or personal problems, which may interfere with their ability to take full advantage of the educational opportunities before them. The confidentiality of the counseling session is protected by the counselor's code of ethics. Counselors' records are confidential and are not part of the academic or administrative records. Counseling services could be through individual or group sessions and also through workshops and seminars.

# Career and Self Development

We understand that each student's career journey is unique. Our team of experienced career advisors offers personalized guidance tailored to your interests, skills, and goals. Whether you're just starting to explore career options or preparing for job interviews, we are here to support you at every step of your journey.

Services provided are: Career Counseling, assistance in Building Resume and Cover Letter Assistance, Job Search Strategies, Mock Interviews, Career Workshops and Webinars, and Employer Connections and Career Fairs.

# Academic Support Services

Academic Support Services are dedicated to providing students with educational opportunities in their formal classroom learning experience and to contributing towards their success in the program of study, as well as render administrative functions to students in order to enhance the teaching and learning processes. Student Academic Services provide opportunities for the development of knowledge, attitudes, and life skills to enhance students' life-long learning and in their ability to contribute to the society and modern world in which they are living.



# Student Life and Activities



- **Student Clubs and Organizations:** Explore your passions and interests by joining one of our student clubs and organizations. From academic and cultural clubs to recreational and social groups, there are numerous opportunities to connect with like-minded peers who share your interests.
- **Campus Events and Celebrations:** Get ready for exciting campus events that bring the entire college community together. From cultural festivals and talent shows to charity drives and sports competitions, our events calendar is filled with opportunities to engage, celebrate, and have fun.
- **Leadership and Development Programs:** We believe in nurturing leadership skills and personal growth. Our leadership development programs offer workshops and seminars that empower you to take on leadership roles and make a positive impact both on campus and beyond.
- **Sports:** Whether you are a seasoned athlete or just looking to stay active, our sports activities allow you to participate in friendly sports competitions and stay fit while forming friendships along the way.

- **Community Service Opportunities:** Give back to the community and make a difference through our community service initiatives. Participate in volunteering projects that address local needs and social issues.
- **Cultural and Artistic Showcases:** Immerse yourself in the diverse cultural landscape of our college community. Attend art exhibitions, music performances, and theatre productions that showcase the talents of our students and faculty.
- **Wellness and Health Activities:** Your well-being is a priority. Our Student Life & Activities team organizes wellness events, mindfulness workshops, and fitness classes to promote a healthy and balanced lifestyle.





# The Student Council



The Student Council is an elected and selected body that consists of passionate and dedicated student representatives from various academic disciplines and backgrounds. These representatives serve as the voice of the student community, advocating for their needs, ideas, and concerns. The Council works in close collaboration with the college administration to foster a positive and engaging campus environment. Whether you have prior leadership experience or you are just starting to explore the world of student activism, there's a place for you in our diverse and welcoming organization.

At Liwa College, your experience is not just about academics; it's about personal growth, community engagement, and making a difference. The Student Council invites you to be an active participant in shaping your college journey and making it truly memorable.

Together, let's create a vibrant and inclusive campus community that reflects the aspirations and dreams of every student!

# Student Success and Academic Counseling

At Liwa College, we believe that with the right support and guidance, you can achieve greatness. Our Student Success and Academic Counseling Office is committed to empowering you with the tools, resources, and confidence to excel academically and make the most of your college experience.

Remember, you are not alone in this journey. Whether you need help with course selection, academic planning, time management, or study strategies, our academic counselor is ready to provide guidance and support. Let us be your partner in success, and together, we'll pave the way to a bright and fulfilling future at Liwa College.

# Alumni Affairs

LC Alumni Affairs section aims to continually build and grow an organization of devoted and proud graduates committed to preserving and promoting the rich history and traditions of Liwa College. The Alumni Association is dedicated to being an organization that all alumni, faculty, students, and the greater community can always become connected to and feel welcomed within.



# Health Services



At Liwa College, we believe that our students' well-being is paramount to their academic success and overall college experience. That's why we take pride in offering College Clinic right here on campus on 3rd floor. Our clinic is staffed with a team of experienced and compassionate healthcare professionals who are dedicated to providing high-quality medical care and promoting a healthy lifestyle among our student body.



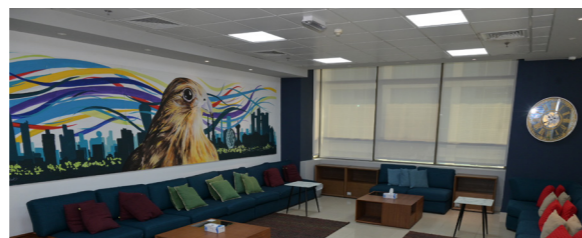
# Car Parking

All students who plan to use the College underground parking must register & pay the fees through the students service portal to activate the parking access on their Student ID, parking is available on a first-come, first-served basis.



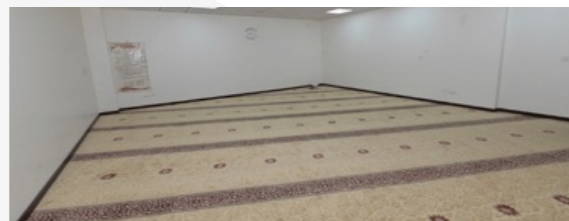
# Recreation Area

The Recreation Area located on the 4th floor, is a dynamic space dedicated to promoting physical fitness, wellness, and community engagement. Our facility offers a wide range of gaming activities to cater to diverse interests and foster a balanced lifestyle, such as billiards, Table Tennis, Chess, Foosball, PlayStation & Board games. Our Recreation Area provides an inclusive and vibrant environment for students, faculty, and staff to stay active and enjoy recreational pursuits.



# Prayer Rooms

Our College recognizes the importance of providing a tranquil space for spiritual reflection and prayer. We have a dedicated space for males and another for females located on the 4th floor.

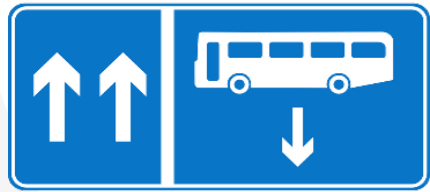




# Dine-in Area

Our College’s Dine-in Area is a welcoming space designed to cater to the diverse culinary preferences of our campus community. With a variety of food options ranging from healthy choices to international cuisines, our dining area provides a convenient and comfortable setting for students, faculty, and staff to enjoy delicious meals. Whether you prefer a quick grab-and-go option or a relaxed sit-down meal, our dining area offers a range of culinary experiences to satisfy every taste.

# Student Transportation



LC offers transportation services for female students within Abu Dhabi city area only for a fixed price each semester. For more information about our transportation schedules, pricing or registration please contact the facility team through e-mail: [Transportation@lc.ac.ae](mailto:Transportation@lc.ac.ae)

# Library and Learning Resources Orientation Sessions

The library is a hub of knowledge and intellectual growth at our College located on the 8th floor. It is Equipped with an extensive collection of books, scholarly journals, digital resources, and multimedia materials. Our Library offers a conducive environment for research, study, and academic exploration. Our knowledgeable librarians are available to provide assistance, guidance, and support, ensuring that students have access to the information they need to excel in their academic pursuits. The Learning Resources Center at LC will arrange separate orientation sessions during the first & second years of study at LC; in these orientations and training sessions, the focus will be on:

- Effective Use of Library and Learning Resources.
- Searching for information on the Internet.
- Finding relevant books, journals, articles, etc.
- Finding right software to solve computing needs.
- Efficient use of databases.





# Academic Integrity & Code of Conduct

There are various ways in which academic integrity can be violated. To deal with such violations, LC has developed a clear policy with provisions matching the severity of the violation. The possible outcomes include receiving zero marks in the assessment, an F in the course, or even dismissal from the college. For details, please refer to student disciplinary and academic dishonesty policies.

Most common Academic Integrity violations are defined below:

## A) Cheating

Cheating is an act that diminishes learning process and is intended to gain grades and academic advantages without actually doing the intellectual work that merits the grades or degree.

## B) Plagiarism

Plagiarism means representing another person's work as the student's own without acknowledgments. It is a form of cheating & means that students have submitted work for grading that they have not written themselves.

## C) Fabrication of data

Fabrication is the falsification or invention of any information or citation in an academic exercise. Fabricated information or data may not be used in any laboratory experiment or research project.

## D) Presenting false credentials

Presenting false or misleading credentials on applications, CV's, and any other documents presented as part of the student's life constitutes academic dishonesty.

## E) Collusion

Collusion occurs when students work together on a piece for assessed work when "working together" is not allowed. An individual student's understanding cannot be assessed if "ownership" of the assignment cannot be determined.



# Dress Code



As a reputable institution, the College expects all students to maintain an appropriate standard of dress and personal appearance, promoting a professional and positive appearance as ambassadors of the College. Students must observe the cultural norms of the United Arab Emirates for female and male attire, which are part of the culture and the socially accepted ethical norms and are strongly associated with the identity, traditions, beliefs and values rooted deeply in UAE society.

Some of the unaccepted dresses are as follows:



Do's	Don'ts
Act in accordance with the values, principles, policies and procedures of the College, as active contributors in building a collegial learning community and the positive reputation of the LC.	Harassing, sexually harassing, bullying, or engaging in any form of interpersonal, psychological, sexual, or physical violence.
Undertake their academic work with integrity and honesty, acting at all times to the highest ethical standards.	Assaulting or using physical violence against others.
Interact fairly and in good faith with others, and respect other viewpoints, including cultural or religious perspectives as part of a culture that values academic freedom and debate.	Jeopardizing the safety of others or violating human rights.
Communicate with and about members of the College community with respect, consideration, and courtesy, through any mode of communication, in person, through telecom ways, and online (including email, Zoom, MS Teams, and social media channels).	Committing fraudulent or corrupting acts that would unfairly advantage or disadvantage other students.
Use College property, resources, and facilities responsibly and sustainably, in accordance with relevant policies, and consider the needs, choices, health and safety, and well-being of others.	Disrupting, interfering with, or undermining College activities, events, functions, or teaching.
Provide the College, and maintain, accurate personal and contact details, and read and respond where necessary to college correspondence in a timely manner (this includes regularly checking student email, SIS, and other official platforms).	Adversely affecting the safety and well-being of others and/or undermining the values of the College and the UAE society.
Protect the confidentiality and privacy of personal records and college correspondences.	



# Drop and Add



Drop and Add is a period of two weeks in Fall and Spring semesters and one week in summer semesters as follows:

- Students dropping courses within the add/drop period will receive a 100% refund of the tuition fee or the paid amount will remain in the student account for future registration if agreed.
- After the Drop and Add period students are allowed only to withdraw from courses up to the last withdrawal day (Two weeks before the final exams) They will receive W (Withdrawal) on their transcript. Paid fees are non-refundable.
- A 100% refund of tuition fees for cancelled courses by the College or the paid amount will remain in the student account for future registration if agreed.
- The College reserves the right to cancel any course/level where the number of registered students does not meet the minimum required number of students.

## Student Academic Load

CGPA	Academic Load
CGPA from 2.5 to 4.0	18 (normal) / 6 (summer)
CGPA from 2.20 to 2.49	15 (normal) / 6 (summer)
CGPA from 2.00 to 2.19	12 (normal) / 6 (summer)
CGPA below 2.00	12 (normal) / 6 (summer) Priority given to repeat courses with F and/or D grade

## LC Cumulative Rating System

CGPA	Rating
3.90 – 4.0	Excellent with Honor
3.60 – 3.89	Excellent
3.0 – 3.59	Very Good
2.5 - 2.99	Good
2.0 - 2.49	Satisfactory





# Withdrawal from a Course

Academic advisor should advise students to withdraw from a course if they show poor performance in their mid-term exams. Students can withdraw from a course up to the last withdrawal day (two weeks before the final exams in regular semesters and one week before the exam in summer semester). They will receive W (Withdrawal) grade on their transcript. Fees paid are non-refundable.

## LC Grading System

Mark	Grade	Grade Points	Remarks
90-100%	A	4.0	Outstanding Performance
87-89%	A-	3.7	
84 - 86%	B+	3.3	Good Performance
80 - 83%	B	3.0	
77 - 79%	B-	2.7	
74 - 76%	C+	2.3	Satisfactory Performance
70 - 73%	C	2.0	
67 - 69%	C-	1.7	
64 - 66%	D+	1.3	Unsatisfactory Performance
60 - 63%	D	1.0	
0 - 59%	F	0	Failure
No Mark	I	No Impact on CGPA	Incomplete Course
No Mark	W	No Impact on CGPA	Withdrawal from a course without academic penalty
No Mark	EW	No Impact on CGPA	Enforced withdrawal from a course due to poor academic performance
No Mark	TC	No Impact on CGPA	Transferred credit from other Higher Education Institution
No Mark	NC	No Impact on CGPA	Non-credit course
No Mark	EX	No Impact on CGPA	Exempted course
No Mark	IP	No Impact on CGPA	In Progress
No Mark	EWA	No Impact on CGPA	Enforced withdrawal from a course due to low attendance rate
No Mark	Pass	No Impact on CGPA	Non-credit course
No Mark	Fail	No Impact on CGPA	Non-credit course





# Scholarships and Financial Aid

Scholarships and Financial Aid are funds awarded to students to assist them pursue their education based on their academic achievements. We are committed to enabling students to thrive academically while also overcoming financial constraints.

- **SSFA Process**

- o A scholarship application must be submitted by the student to the Student Scholarships & Financial Aid Office (SSFAO) before any award can be made (except in specific cases noted in the Student Scholarships & Financial Aid Handbook).

- o A student can apply for several scholarship programs, but he/she will be granted only one scholarship/Financial Aid (whichever is higher value).

- o For the first two semesters, new intake students will be eligible for the approved scholarship or Financial Aid if they register for 12 credit hours in long semester and 6 credit hours in short semester.

- o For students with conditional admission due to language proficiency, the credit requirement is waived during this period; after this period, they must comply with the scholarship maintenance rules.

- o To know more about the current SSFA please visit the College website or send us your Queries: [ssfao@lc.ac.ae](mailto:ssfao@lc.ac.ae)







# Academic Calendar 2023/2024

Fall	
Period	Events
5/6/2023	Early registration for Fall 2023/2024
4/9/2023	First Day of Classes
4/9/2023 – 18/9/2023	Add/Drop Period (100% Refund)
11/9/2023 – 12/9/2023	Spring and Summer Semesters' Incomplete Exams
27/9/2023	Prophet Mohammad's Birthday*
20/9/2023 – 22/9/2023	New Students' Orientation
16/10/2023 – 25/10/2023	Midterm exams period
23/10/2023	Early Admission for Spring Semester
20/11/2023	Early Registration for Spring Semester
27/11/2023	Last Day for W and EW
29/11/2023	Last Day of W and EW Acknowledgment to Students
1/12/2023 – 3/12/2023	Martyrs & National Day
14/12/2023	Last Day of Classes in the Fall semester
15/12/2023 – 23/12/2023	Final Exams period
26/12/2023	Announcement of Student Grades
27/12/2023	Last Day of Student Petitions & Incomplete Exam Request
24/12/2023 – 31/12/2023	Fall Break (students)
26/12/2023 – 31/12/2023	Fall Break (Faculty)
1/1/2024	New Year Holiday
2/1/2024	Announcement of Student Petitions Results



# Academic Calendar 2023/2024

Spring	
Period	Events
2/1/2024	First Day of Classes
2/1/2024 – 15/1/2024	Add/Drop Period (100% Refund)
5/1/2024 – 6/1/2024	Fall Semester Incomplete Exams
17/1/2024 – 18/1/2024	New Students Orientation
12/2/2024 – 21/2/2024	Midterm exams period
11/3/2024*	1st day of Ramadan
18/3/2024	Early Admission for Summer 2024 and Fall 2024 semesters
29/3/2024	Last Day for W and EW
1/4/2024 – 14/4/2024	Spring Break
3/4/2024	Last Day of W and EW Acknowledgment to Students
8/4/2024 – 12/4/2024	Eid El Fitr Holiday*
22/4/2024	Early Registration for Summer 1 & 2 semesters
25/4/2024	Last Day of Classes in the Spring Semester
26/4/2024 – 4/5/2024	Final Exams period
7/5/2024	Announcement of Student Grades
8/5/2024	Last Day of Student Petitions & Incomplete Exam Request
10/5/2024	Announcement of Student Petitions Results
13/5/2024	Summer Faculty Holiday

# Academic Calendar 2023/2024



Summer 1	
Period	Events
13/5/2024	First Day of Classes
13/5/2024 – 20/5/2024	Add/Drop Period (100% refund)
15/5/2024 – 16/5/2024	Spring Incomplete Exams
17/5/2024	Announcement of Incomplete results
3/6/2024	Early Registration for Fall 2024
1/6/2024 – 4/6/2024	Midterm exams period
10/6/2024	Last day for W and EW
12/6/2024	W and EW Acknowledgment to Students
15/6/2024 – 18/6/2024	Eid Al Adha Holiday*
23/6/2024	Last Day of Classes in the Summer 1 Semester
24/6/2024 – 26/6/2024	Final Exams period
28/6/2024	Announcement of Student grades
29/6/2024	Last Day of Student Petitions & Incomplete Exam Request
1/7/2024	Announcement of Student Petitions Results

Summer 2	
Period	Events
1/7/2024	First Day of Classes
1/7/2024 – 8/7/2024	Add/Drop Period (100% Refund)
8/7/2024	Islamic New Year*
20/7/2024 – 23/7/2024	Midterm exams period
29/7/2024	Last day for W and EW
31/7/2024	W and EW Acknowledgment to Students
12/8/2024	Last Day of Classes in the Summer 2 Semester
13/8/2024 – 15/8/2024	Final Exams period
17/8/2024	Announcement of Student grades
19/8/2024	Last Day of Student Petitions & Incomplete Exam Request
21/8/2024	Announcement of Student Petitions Results
2/9/2024	First Day of Classes for Fall 2024

\*Public Holiday - dates are subject to change.

# Liwa College Contact Directory



Department	Email
Admission	student.admission@lc.ac.ae
Registration	student.registration@lc.ac.ae
Student Affairs	student.affairs@lc.ac.ae
Career Services	career.services@lc.ac.ae
Accounts	student.receivable@lc.ac.ae
IT Help Desk	ithelpdesk@lc.ac.ae
Book Store	inventory@lc.ac.ae
Alumni Affairs	alumni@lc.ac.ae
Transportation	transportation@lc.ac.ae
Scholarships & Financial Aid	ssfao@lc.ac.ae
General Inquiries	info@lc.ac.ae

## Campus Floors

Floor	Description
Ground Floor	Student Hub
1st Floor	Classrooms – Engineering Labs
2nd Floor	Health Sciences Labs
3rd Floor	Classrooms
4th Floor	Recreation Center – Cafeteria – Prayer Room
5th Floor	Classrooms
6th Floor	Classrooms
7th Floor	Classrooms
8th Floor	Library – Media Labs
9th Floor	Faculty Offices (Business – Media)
10th Floor	Faculty Offices (Health – IT - Engineering)
11th Floor	Executive Management

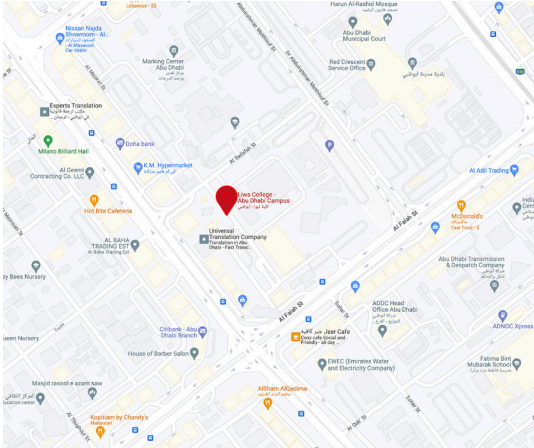


# Campuses

## Liwa College Abu Dhabi Campus

Saeed Bin Ahmed Al Otaiba Street  
(previously Al Najda Street)  
Al Danah Area, Baniyas Tower B,  
Abu Dhabi, United Arab Emirates

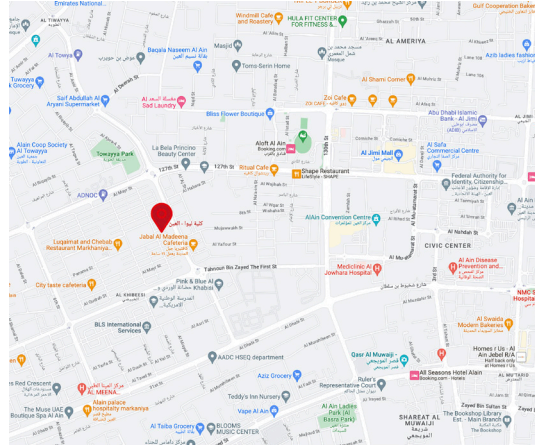
### Location Map



## Liwa College Al Ain Campus

Al Meryal  
Next to Al Towaya Park  
Al Ain, United Arab Emirates

### Location Map



# Contact Details

Have a question?



Contact us

+971 600 500 606



Whats App

Scan the QR code



Live Chat with Us

Scan the QR code



النجاح يبدأ بك  
Success starts with you