

### **Guidelines for the Students**

- Understand and comply with the terms and conditions of the textbooks that you receive.
- Scholarship/Private students must present DU ID card and Student schedule to get the textbooks.
- Respond promptly to all requests for supplemental information or documentation from admission and registration, student affairs and Department of Financial affairs for smooth access to the textbooks from bookstore.
- Complete all financial aid applications and forms with thorough, accurate, and truthful information.
- Read, understand, and keep copies of all forms that you are asked to submit or sign.
- Notify the Department of Admissions and registrations if there is any change of information.
- Notify the Department of Admissions and registrations if you change your degree program or if you enter into a concurrent curriculum;
- Notify the Department of Admissions and registrations if you receive any scholarships, grants, or other financial assistance from sources outside of the university.
- Check your [DUSIS/Moodle](#) portal and email regularly for updates.
- Take only courses textbooks that are part of your degree program requirements.
- Know and comply with the bookstore [refund](#) policies.
- Notify your sponsor of any changes in your name, address or degree program status while you are attending Dhofar University.