



Batterjee Medical College  
*For Science and Technology*

**HANDBOOK**

**STUDENT  
HANDBOOK  
2021 - 2022**



# Table of Contents

<b>Introduction .....</b>	<b>3</b>
<b>Student Development Unit .....</b>	<b>4</b>
Community Service (Educational and Awareness campaign) .....	4
The students Personal and Professional Development .....	5
Scientific, Cultural and Recreational Trips .....	5
Student Clubs and Societies.....	5
Associations .....	6
Sports & Fitness .....	6
<b>Student Counseling Unit .....</b>	<b>6</b>
Psychological Counseling .....	6
Academic Counseling.....	6
Group Counseling .....	7
<b>Student Rights Unit:.....</b>	<b>7</b>
Student Rights.....	8
Student Responsibilities .....	9
Rules and regulations for submitting a complaint or grievance .....	11
<b>Student Admission.....</b>	<b>12</b>
Choosing Major at BMC .....	12
Changing Major at BMC.....	13
Holding Your Study and Withdraw .....	13
<b>Scholarships and Grants.....</b>	<b>15</b>
<b>Student College E-Mail.....</b>	<b>21</b>
BMC Email Activation Guide .....	21
<b>BMC Student Hostel.....</b>	<b>23</b>
<b>Health Services .....</b>	<b>24</b>
BMC Emergency Clinic .....	24
Working hours: .....	24
Emergency Clinic Location .....	25
<b>Other Services .....</b>	<b>25</b>
Student Lockers and Keys .....	25
Lost and Found .....	25
<b>Important Contacts.....</b>	<b>26</b>

## Introduction

BMC student handbook has been designed to provide students with all key information that and common queries they might need throughout their studies at the College. The information has been combined in an accessible and easily digestible way in this student handbook. It includes information about student rights and responsibilities along with student code of conduct. The student handbook also gives comprehensive information about the Student Counseling Unit and Student Development Unit, including information about BMC extracurricular activities such as sport programs and student clubs. In some instances, the handbook directs students where they can find more in-depth information about certain topics needed. It also gives students detailed information about scholarships. To ensure effective and reliable communication with students, we include in this handbook information about activating student college email. The student handbook supports students who resides BMC hostel with the rules and regulations of the dorm as well. It demonstrates all the services that the college offers to its students regarding lockers and health services. Please take the time to read through the handbook. It will be a valuable resource to you when you begin and throughout your studies. We are looking forward to a dynamic and fruitful year, and we would like to provide you with this handbook that will answer your enquiries about your study life at BMC.

## **Student Development Unit**

The mission of BMC emphasizes its role in community service as one of its three major tasks besides education and research. In support of BMC mission, Student Development Unit was established to create a link between the community and the college students. The Student Development Unit at BMC works to enhance the growth and development of all students both inside and outside the classroom. It provides support and services in order to meet different students' needs. As the Student Development Unit is concerned with every aspect of the students' college experience, it aims to challenge and support students in this important time of intellectual, physical, and interpersonal change and development. The unit offers a variety of social, cultural, leadership, educational, and recreational activities including community services, workshops, fieldtrips, student clubs, and guest-speaker lectures.

### **The unit offers the following:**

1. Community service including educational/awareness events held inside & outside of the college.
2. Students Personal and Professional Development
3. Scientific, cultural and recreational trips and visits.
4. Various student clubs and societies
5. Student associations.
6. Various sports activities.

### **Community Service (Educational and Awareness campaign)**

BMC provides community services through organizing educational and raising awareness events which are held inside and outside the college. These services include school visits, hospitals, charity homes and shopping centers. Students and faculty are encouraged to take part in these events and activities to achieve the goal of the college to become a leader in community services. The aims of these services are to reinforce the concept of belonging to the community and to develop students' social, cultural, leadership and educational skills.

## **The students Personal and Professional Development**

The student development unit offers a series of workshops throughout the year. These sessions cover a wide range of topics needed to build the student personal and professional skills. The workshops are designed to help students become more effective when it comes to time management, self-presentation, decision making and self-education. Students will get a chance to gain insight into your talents and skills, and learn how to use them effectively to achieve your goals.

## **Scientific, Cultural and Recreational Trips**

BMC arranges annual educational and entertaining trips to different places, as well as national excursions based on students' suggestions and needs.

## **Student Clubs and Societies**

The Student Development unit is actively initiating various student clubs on campus which offer a range of social, cultural, leadership, educational, and recreational activities. Participating in these clubs way help students to refine their leadership and organizational management experience, explore interests, and make friendships that will last a lifetime. Moreover, BMC students have the opportunity to suggest and initiate clubs that will be beneficial to themselves, their peers, and the college atmosphere.

1. Art Club
2. English Club
3. Influencer Club
4. Islamic Youth Club
5. Media Club
6. Nazaha Club
7. Pharmacy Club
8. Skills Development Club
9. Student Research Club
10. Sport Club
11. Volunteering Club

## **Associations**

The main objectives of BMC associations are to foster lifelong relationships among BMC students on another hand, it enhances the relationship between BMC students and the college. Furthermore, BMC associations promote unity among student organizations with active contribution to the development of student movements. This may create an environment for BMC student unions and student movements to build their respective and collective capacities to freely express and advocate on different topics.

1. Nigerian Students Association
2. Pakistani students Association

## **Sports & Fitness**

BMC has multiple sports clubs which students can join in their break times, with a professional trainer. These sports clubs include sports such as Tennis, Basketball, Badminton, Foosball, Chess, Football, and Volleyball.

## **Student Counseling Unit**

### ***Psychological Counseling***

BMC Counseling Unit provides individual counseling services to all BMC students regarding variety of issues including: anxiety, depression, stress, relationship conflicts, loss and grief, bullying, marital problems, substance use, and life decisions. If the student likely needs access to more sessions, the counsellor will discuss their options. The psychological counsellor will listen without judgement, offer new perspectives and work with students on strategies that are individualized.

### ***Academic Counseling***

BMC Counseling Unit provides individual counseling for students who present academic concerns. Professional Counselors provide services to help students to deal with issues such as: test anxiety, academic stress, learning difficulties, learning strategies, developing study skills, time management, and teamwork skills.

## ***Group Counseling***

BMC Counseling Unit provides group counseling services to students in which individuals share similar concerns to promote emotional, behavioral, psychological, and social development. The service may include psycho-educational groups, structured groups, and focus groups.

## **Student Rights Unit:**

Based on the importance of preserving the rights and responsibilities of the student and the impact it has on the students' psychological stability, this bylaw was developed by Student Affairs at BMC for the students. This bylaw defines the rights and responsibilities of each student. This bylaw also serves as a guideline in the event where the student's rights or responsibilities are violated.

### **The unit Objectives:**

- Inform students about their rights and responsibilities in the college.
- Declare student rights and responsibilities to whoever has a relationship with students within the college.
- Raise awareness of the college general regulations that lead to motivate students to practice distinguished college behaviors.
- Support the values of justice, integrity and belonging to the students.

## Student Rights

It refers to all student rights in the academic and non-academic fields to provide a supportive educational environment that guarantees a stable college life. The following points are BMC student rights:

- Students have the right to a suitable educational environment and all possible educational facilities.
- Students have the right to study according to an academic plan that includes the curricula and necessary requirements for graduation, which must be provided by the responsible program or through the available online service.
- Students have the right to be informed about the schedule before the beginning of the academic year.
- Students have the right to be informed about their weak performance during the semester.
- Students have the right to receive the academic plan from faculty members. This plan should include details description of teaching and assessment methods as well as their policies.
- Students have the right to meet their faculty members during their assigned office hours.
- Students have the right to receive their final exam schedule enough time in advance.
- Students have the right to repeat any missed exam if they get approved excuse from the college.
- Students have the right to be treated with respect and dignity. They must not be threatened, hurt, humiliated or insulted verbally or physically.
- Students have the right to modify any incorrect information in their previously-submitted data provided that they submit the right formal documents as evidence.
- Students have the right to obtain the college ID as an identity document to carry everywhere inside the college during study hours.
- Students have the right to the confidentiality and safety of their files inside the college.
- Students have the right to hold their study based on BMC holding policy and procedures.
- Students have the right to use the college facilities such as the library.



- Students have the right to receive student's services such as academic advising and student counseling during their study period.
- Students have the right to register for extracurricular activities sponsored by the college whether they are sports, cultural or social ones unless student receives any disciplinary action.
- Students have the right to receive graduation document after satisfying the graduation requirements.
- Students have the right to use their belongings such as their cars, bags, mobiles, laptops or pockets freely without being searched unless these belongings are used illegally in the college.
- Students have the right to be informed about any disciplinary actions taken against them.
- Students have the right to file complaints (Grievance) about any issue that affecting them to the respective authorities in the college in accordance with the rules and regulations followed by the Student Rights Unit.
- Students have the right to appeal against any decision taken against them within a period that do not exceed two weeks after informing them about the decision.

## **Student Responsibilities**

Refers to the academic and non-academic duties that the student must adhere towards the college in order to improve the quality of academic work and strengthen the relationship between the students and the college professors. The following points are student responsibilities:

- Student should adhere to the rules and regulations of the college, whether rules, guidelines, advertisements and others.
- Student should not be absent from lectures except with reasonable excuses according to the college attendance regulations.
- Student should commit to the traditions and the customs of society that emerge from Islamic rules to avoid legal punishment.
- Student should adhere to exam policies that assure quietness and prevent cheating, impersonating, and the entry of materials or devices prohibited in the test.

- Student should not attempt to disrupt the study or to incite to that or refrain from attending classes, lectures and college activities that are required in the regulations.
- Student should respect the faculty members and the college employees along with avoiding word/ action insulting.
- Student should commit to the integrity of scientific research with reference to its original sources.
- Student should carry the college identification card while on campus, and especially during exam time or when being served.
- Student should update the college with correct data and report when there is any change.
- Student should surf the college website and e-mail regularly during the academic study.
- Student should abide by the college uniform according to each major, and female students should adhere to cover their hair and wear Abaya during their entry and exit from the college.
- All students should not imitate the behavior of the opposite sex.
- Student should be a good representative for the college in the scientific forums inside and outside the Kingdom to be its ambassador and should not provide false information to the media or others.
- Student should pay the financial amounts determined by the college before the start of each semester, whether the value of scientific or students' services or tuition fees or fines or otherwise.
- Student should maintain the college facilities, equipment, materials and borrowed books.
- Student should return borrowed books back on due dates without any damage.
- Student should not organize nor participate in any associations inside or outside Batterjee Medical College without prior permission from the concerned authorities.
- Student should avoid distributing flyers or wall papers without prior authorization from the College Student Affairs.
- Student should not collect money or signatures without prior authorization from the College Student Affairs.

- Student should not damage the reputation of the college through the means of social communication, nor should they use the social media in a way that is not appropriate to the college nor create accounts in the name of the college without taking the college approval.
- Student should not change nor modify any of the college authenticated documents or having them illegally.
- Student is not allowed to carry any kind of weapons within the college.
- Students is not allowed to smoke inside the college premises.
- Students should commit to the fulfillment of the punishment in case of violation of the rules and regulations of the college.
- Female student using college means of transportation should keep calm, follow the safety instructions by the bus driver, and avoid problems with the rest of the passengers; in case of any suggestions or complaints, they're to be presented to the concerned authorities (Student Affairs).

### **Rules and regulations for submitting a complaint or grievance**

- The complaint and grievance process is free of charge at the college.
- Anonymous grievances or appeals lodged on behalf of another applicant will not be considered.
- The grievance may be rejected or stopped at any time if it is deemed unsuitable.
- In the event that the grievance or complaint is false (taking into account the severity), then this may lead to the student being referred for investigation by the college and also the case may be referred to the College Disciplinary Committee for decision-making.
- The student must solve the problem first through (Academic Advisor - Head of Program - College Vice Dean for Academic Affairs).
- The period for submitting the grievance or complaints must be filed within 10 working days from the date the problem occurred.

### **Reject the complaint and the grievance**

- The committee has the right to refer the complaint or grievance to the respective authority if it deems appropriate; approval of the Faculty Dean is required.
- The committee has the right not to accept the complaint or the grievance if it does not follow the necessary procedures for its submission.
- The committee has the right to reject the complaint or grievance if there is a lack of seriousness or insufficient evidence to prove the incident; the complaint or grievance may not be subject to appeal, if rejected and approved by the Dean of the College.

### **Student Code of Conduct**

BMC for Science and Technology aims to provide a suitable environment for students to pursue their academic studies. BMC also aspires to guide its students to the best psychological and social behavior and assist them to modify their negative behavior when dealing with others. Therefore, the college has developed a list of penalties to govern students' conduct. For further information about student code of conduct, you can contact Students affairs.

## **Student Admission**

### **Choosing Major at BMC**

BMC uses the following criteria during Preparatory Year for choosing students' majors. Students are accepted in majors twice a year:

1. After the completion of 1st semester in preparatory year (for PBL Medicine only)
2. After the completion of 2<sup>nd</sup> semester in preparatory year (All Programs)

Students can join Healthcare Administration program directly without joining preparatory year.

Students will be upgraded to the majors based on:

1. Student choices.
2. MOE (Ministry of Education) and BMC (Batterjee Medical College) Merit.
3. Availability of seats.

## **Changing Major at BMC**

Student may request to change the major within two weeks of the 1st semester of each academic year.

1. The request can only be accepted from the student themselves and only a written request will be accepted and the application must be on the 'changing major' form.
2. The student has only two chances to request changing major throughout his/her study.
3. The request can be canceled only before the final approval.
4. The whole process will take five working days.
5. During the process of changing major, the student should keep attending the classes of his/her major. The 'Major changing' request must be approved by student affairs and Academic Affairs. In some cases, the college council.

## **Holding Your Study and Withdraw**

Students may apply for holding only twice during the whole study period (the hold cannot be done during or at the beginning of an exams. The holding request can be canceled only prior to the final approval.

1. If the student is applying for holding within the 1st month of the 1st or 2nd semester, the attended days or weeks will not be charged and the paid tuition fee will be considered as the tuition fees of rejoining semester.
2. If the student is applying hold after the 1<sup>st</sup> month of the 1<sup>st</sup> or 2<sup>nd</sup> semester, then he/she has to pay the full semester tuition fee (if attended).
3. Holding can be requested only for a year (from the 1st semester of the current academic year to the 1st semester of next academic year or from the 2nd semester of current academic year to the 2nd semester of next academic year).
4. If the student does not show up after the completion of the holding period, then the 'No Show' policy will be applied.
5. The student can withdraw during or at the end of the holding period.

## **Student Withdrawal**

The student can withdraw at any time during their study as follows:

1. Applicants who have received an acceptance from BMC can also withdraw during the registration period.
2. The withdrawal request can only be accepted from the student, and only a written request will be accepted on the official withdrawal form.
3. The student must meet counselors while initiating the withdrawal request.
4. The student can cancel the withdrawal request before the final approval.
5. The actual date of withdrawal will be considered the same date when the student submits the request form.
6. Before proceeding with the withdrawal request, the student's financial status must be clear. In the case of any pending dues, BMC fees policy will be applied.
7. In case that the student has an amount overpaid, the refund policy will be applied.
8. The whole process of withdrawal will take place within five working days after the submission of the withdrawal request (the number of days required may change due to scholarship issues, attendance issues or financial adjustments).

## **No Show Students**

1. The student who is absent from the beginning of a semester without giving notice to the college is considered as 'No show student'.
2. No show students cannot get their original document until they apply for a withdrawal form.
3. They can also apply for reactivation as per the college reactivation policy.

## **BMC Reactivation Policy**

1. 'No show' or 'withdrawn' student(s) may rejoin within two years from the date of 'no show' or 'withdrawn' in the system.
2. After 2 years from withdrawn or No show', there will be no reactivation, but student(s) can start at BMC from the beginning as a new student and comply with the registration requirements.

## Scholarships and Grants

BMC aims to contribute effectively in community services, and to help students to achieve their goals. It offers full and partial scholarships and financial support programs, which are considered the best in the Kingdom of Saudi Arabia.

### *Al-Forsan Scholarship Program*

Al-Forsan scholarship is designed for students with excellent academic achievement and ability to make a difference in community service. It covers a student's tuition fees up to 600,000 Saudi Riyals.

#### **Al-Forsan Scholarship Requirements**

- **Academic excellence:** Candidates must have high academic performance. They must present their grades, and certificates of excellence previously obtained.
- **Personal Skills:** Candidates must have a leadership, team work and positive communication skills.
- **Social Responsibility:** Candidates must be willing to participate in community service.

**Al-Forsan Test:** Candidates must pass Al-fursan test.

**The personal interview:** Candidates must pass the personal interview with the committee.

#### **Program Features:**

- Full (100%) and partial scholarships (50% or 30%)
- Available for all academic programs
- Available for all nationalities
- Available for new registered students and current students in BMC.

### ***Daeem Program***

This program aims to improve the level of education and prepare qualified members in the medical field to meet the needs of the labor market. The program alleviates financial pressures on the family in paying the tuition fees.

#### **Program Features:**

- Paying 35% of the tuition fees during the study period.
- Paying 65% of the remaining fees after graduation in instalments in a period equal to the years of study.
- Available for all nationalities

#### **Program Included**

- Dentistry
- Pharmacy
- Respiratory Therapy
- Physical Therapy
- Occupational Therapy
- Radiological Science
- Nursing
- Healthcare Administration



### ***Tomoh Program***

Tomoh program offers opportunities for applicants to study free of charge during the study period and to pay the tuition fees after graduation in installments.

#### **Program Features:**

- Zero % cost during the study period.
- Paying the tuition fees after graduation in installments in a period equal to the years of study.
- Available for all nationalities.

#### **Programs included:**

- Radiological Science
- Occupational Therapy
- Nursing
- Health Administration

### ***Tamkeen program***

The program aims to support students achieving their scientific goals, by enabling them to study the preparatory year free of charge.

#### **Program Requirements:**

##### High school (Saudi curriculum):

- High school 90%
- Tahsili 70%
- Qudrat 70%

##### High School (International curriculum):

- High school 90%

#### **Program features:**

- Studying the preparatory year without paying tuition fees.
- Available for all nationalities.

### ***Ehsan Scholarship***

Ehsan scholarship aims to support orphans who are under the supervision and care of the Ministry of Human Resources and Social Development, by providing a full tuition fee scholarship to them.

#### **Program Requirements:**

- Initial nomination by the Ministry of Human Resources and Social Development.
- High school degree: 90%
- Qudrat: 70%
- Tahsili: 75%
- Passing the college interview

#### **Programs included:**

- Radiological Science
- Health Administration
- Nursing

### ***Maslak Program***

Maslak is an educational financing program dedicated to bachelor degree students. This program gives the opportunity to student to study and pay the tuition fees either during or after graduation on instalments with zero interest. The program was established by Al-Rajhi Foundation for Development Finance and in collaboration with Batterjee Medical College for Science and Technology.

#### **Program features:**

- Zero interest loan.
- Opportunity to study Bachelor's degree.
- Available for all nationalities.
- Available for new registered students and current students in BMC (Preparatory Year excluded).

#### **Programs included:**

- Medicine
- Dentistry

- Pharmacy
- Respiratory Therapy
- Physical Therapy
- Occupational Therapy
- Radiological Sciences
- Nursing
- Healthcare Administration

### ***Dallah Scholarship (Iqraa Program)***

It is a partial scholarship in collaboration between BMC and Dallah Al Baraka Holding Group.

### ***Abna'a Al Shuhada'a Scholarship***

To support the children of the martyrs of the homeland, BMC provides a full tuition fee scholarship to them.

#### **Programs included:**

- Radiological Sciences
- Nursing
- Health Administration

### ***Excellence scholarships***

#### **a) High school graduates**

- 50% of the preparatory year tuition fees for the students achieving 90% to 100%.
- 10% of the preparatory year tuition fees for the students achieving 85% to 89.99%.

#### **b) Transferred students from other universities**

- 20% of the first academic year tuition fees for students achieving GPA 4 and above.
- 10% of the first academic year tuition fees for students achieving GPA 3.5 to 3.99.

#### **c) BMC regular students**

- 20% of the next academic year tuition fees for students achieving 95% and above.
- 15% of the next academic year tuition fees for students achieving 90% to 94.99%.

***Exceptional Discounts:***

- 10% discount for bridging students (sponsored programs not included).
- 5% discount for each sibling.
- 50% for employees' children in BMC and Saudi German Hospital Group.

## Student College E-Mail

To ensure effective and reliable communication with students, BMC necessitates that all students must use their college emails as the official means of communication.

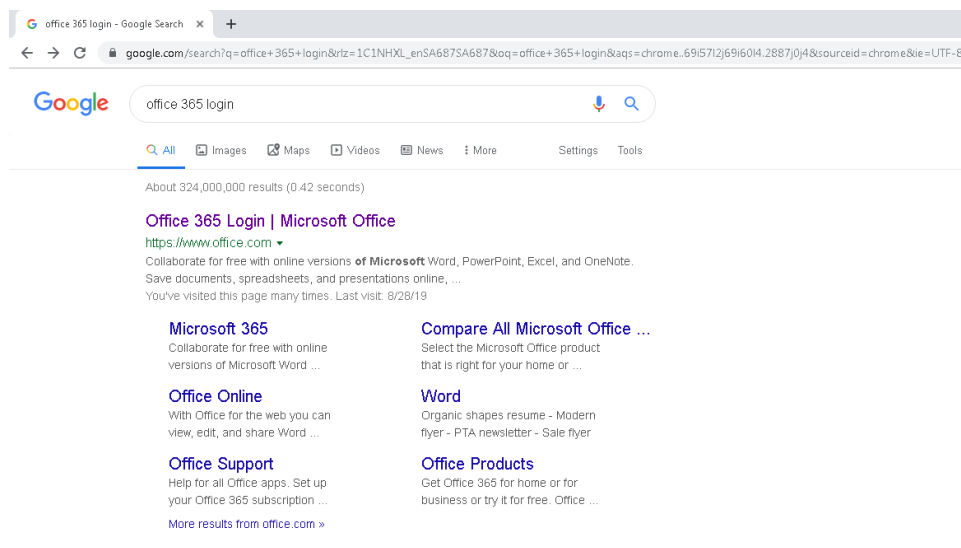
Students are expected to check their BMC emails frequently in order to stay aware of the college announcements, registration demands, doctors/ instructors and the administration messages and the college activities.

Not checking your email, having errors in forwarding mails, or having full Mailbox is not an acceptable reason for claiming non-receipt of official college communications via email.

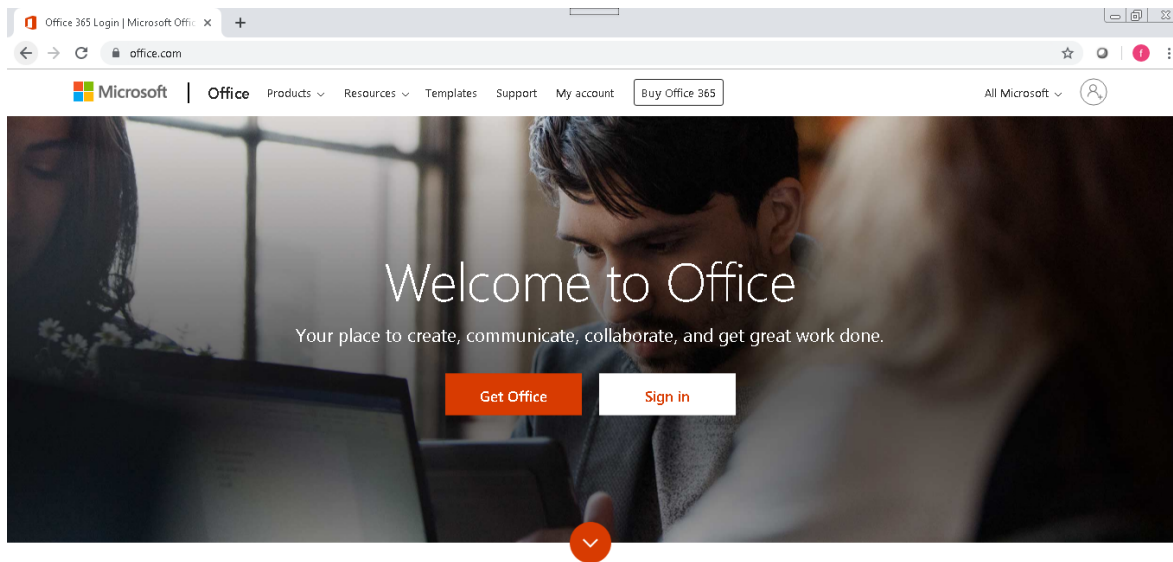
Thus, it is the students' full responsibility to activate their emails on the first day of college.

## BMC Email Activation Guide

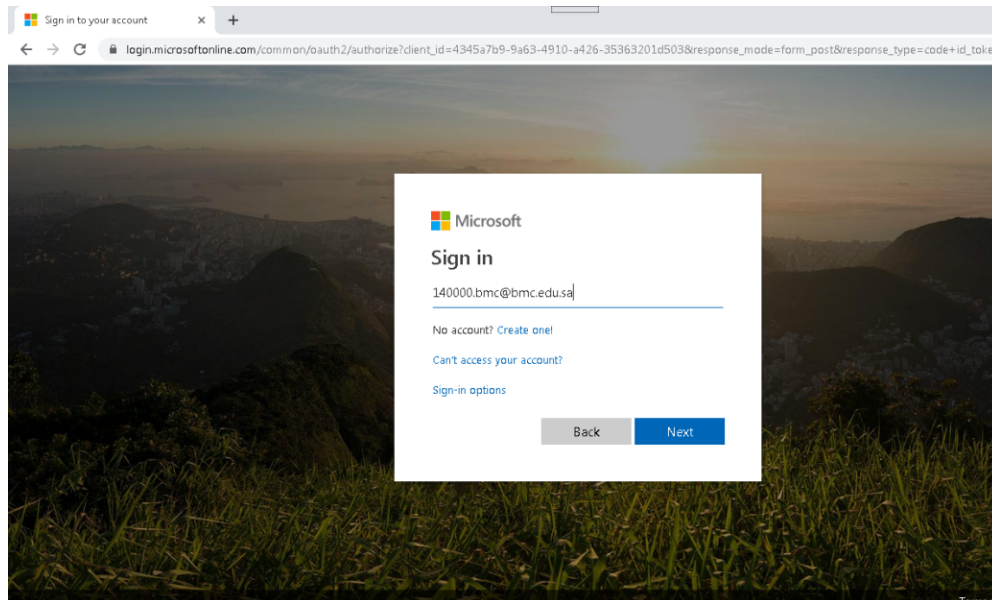
- Use google chrome and search for office 365 login.



- Click Sign in.

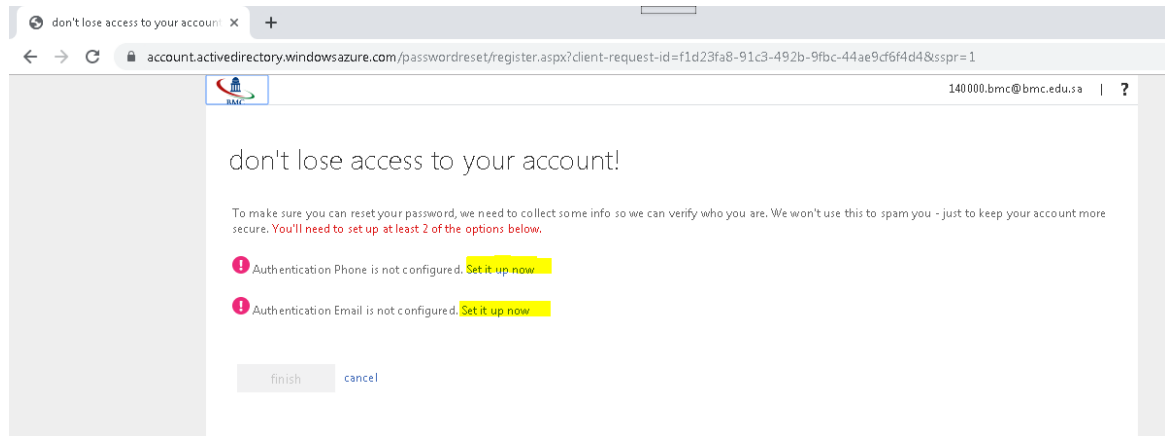


- Provide your email address (student's ID.first name@bmc.edu.sa) the password will be sent to your personal email or you can collect it from the registration office.



- Select your country (Saudi Arabia) and then provide your mobile No. choose call me or text me option.
- Click “verify account”.

- Put the security code you have received on your mobile.



- Do the same for email address and confirm the security code.

## BMC Student Hostel

We have established new modern hostels for females based on high standard to create suitable circumstances for studying and harvesting the success in a high quality academic environment. The hostel was designed specifically to keep up with the increasing number of students on both the national and international level. The hostels are located in North Obhur in the college campus.

### Hostels Description:

The hostels consist of two buildings (E-Block and H-Block):

- E-Block consists of single rooms with separate bathroom, Kitchens and laundry room are shared with the residents in the 5<sup>th</sup> floor.
- H-Block consists of studios and apartments. The studio includes a room, a small kitchenette, and a bathroom. The apartment consists of 4 rooms, a living room, a shared kitchenette, and 3 bathrooms. H-Block distinctive feature is that the applicant has the choice of either rent the accommodation single or shared. Laundry room are shared with the residents in the ground floor

### **Features of the Hostel:**

- Highly specialized and qualified hostel officers.
- Security guards are placed outside the hostels main gates to ensure the safety and security.
- Security cameras to ensure the safety and security internally.
- Availability of first aid box which is essential for basic health care.
- Transportation is provided from and to the hostels, from and to hospitals assigned for the students for training and it is also provided for scientific and entertainment trips.
- Weekly trips organized for the residents for shopping and buying their daily essentials.
- The rooms are furnished with modern and high standard furniture.
- Availability of a laundry room that has several high quality washers and dryers.
- Availability of a commute room with TV installed for residents to gather and entertain together.
- Outdoor greenery area suitable for mental and psychological relaxation.
- Special room for prayer and reading the Holy Qura'an.
- Availability of a qualified team for maintenance tasks.
- Availability of housekeepers to maintain a clean and organized environment.

## **Health Services**

### **BMC Emergency Clinic**

The Emergency Clinic is open from Sunday to Thursday to provide basic medical services to all enrolled students for no additional charge. Students in need of any medical assistance will be helped by a Physician. The Clinic provides the following services:

- Diagnosis, treatment, and prescription of medication for minor acute illness
- First-aid treatment for indoor injuries and referral to hospitals when necessary
- Administering over the counter medications
- Support for students suffering from chronic illnesses
- Participation in various health education initiatives
- Participation in sports activities

### **Working hours:**

From Sunday to Thursday - 8 am to 5 pm



## **Emergency Clinic Location**

Ground floor, male section, beside the Registration Office

## **Other Services**

### **Student Lockers and Keys**

A student can have a locker at nominal prices to keep their property. The steps are as follows:

- A student must go to the Student Affairs Division and request a locker.
- A student chooses the size and number of the locker.
- A student pays to the cashier the rent of the locker plus a refundable deposit returned when the locker key is given back to the student counselor.
- As student receives the locker key from the student counselor.

### **Lost and Found**

Lost and Found is located in the Student Affairs Division. If students have found something; they should give it to the Student Affairs Division, so the owner may claim it. An effort will be made to locate owners of all lost items. Student Affairs Division is not responsible for property that remains unclaimed for one semester.

## Important Contacts

### BMC (920033923)

Name	Position	Email	Extinction
Prof. Mohammed Tayeb	Vice Dean of student affairs	Vdsa.jed@bmc.edu.sa	1112
Dr. Ikhlas Sindi	Vice Dean of Female section	Ikhlas.sindi@bmc.edu.sa	1113
Mr. Mohammed Arif	Admission & Registration Manager -Male Section	ddeanadmin1.jed@bmc.edu.sa	1005
Ms. Laila Saadi	Admission & Registration Manager-Female Section	stdevelopment1.jed@bmc.edu.sa	1012
Ms. Aliaa Najdi	Student counselor	Aliaa.Najdi@bmc.edu.sa	1025
Ms. Maha Aljahdali	Student Development Unit Coordinator	Acdsec1.jed@bmc.edu.sa	1021
Ms. Barah Arab	Student activities officer	baraah.arab@bmc.edu.sa	1051
Ms. Manar Algarni	Psychological Counselor	Manar.algarni@bmc.edu.sa	1052
Ms. Rana Yahya	Hostel Manager	Accomodation2.jed@bmc.edu.sa	1029
Dr. Waheed Attas	ER Clinic Doctor	er2.jed@bmc.edu.sa	1999



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