



**Ben-Gurion University of the Negev ("BGU"), Dean of Students, Unit of Student Advancement**

## **A GUIDE FOR NEW STUDENTS BEGINNING THEIR STUDIES AT BEN-GURION UNIVERSITY OF THE NEGEV**

Welcome to Ben-Gurion University of the Negev! This guide is designed to ease your transition and to help you to understand a bit more about BGU.

Wishing you all success 😊

### **PAYMENT OF THE ADVANCE AND TUITION**

- Upon notification that you have been admitted to the department in which you have enrolled, you must pay the advance as soon as possible to ensure your place in the department.
- [For more details on tuition payment options](#)
- [Student Accounts Unit](#)  
Tel: 08-6461600; email: [heshbons@bgu.ac.il](mailto:heshbons@bgu.ac.il)

### **OPENING A BGU EMAIL ACCOUNT**

- BGU works with an email system called Post.
- This system is used by students during the course of each degree.
- Every student, from the moment he enrolls in courses in his department, opens a personal BGU email box to which all BGU emails are sent.
- The email address: username@post.bgu.ac.il
- When enrolling at BGU, you received a username and password that you need to access your personal email.
- [Additional details on your BGU email account](#)

### **TECHNICAL SUPPORT AND ASSISTANCE (PASSWORD RECOVERY, ETC.)**

- Should you encounter a technical problem on the website/BGU computers, you do not remember your password, you are having problems with the username or there are courses that do not appear in Moodle (BGU's learning platform), contact the Computer Support Unit.
- You can contact them by phone: 08-6477171 or by email: [helpdesk@bgu.ac.il](mailto:helpdesk@bgu.ac.il).
- [Additional details on the website](#)

## **THE MOODLE COURSE WEBSITE**

- All the academic departments at BGU work with a course website called "Moodle".
- This site lists all the courses in which you enrolled as well as the study material for each course, syllabi (course specification), assignment to be submitted, grades, etc.
- To access the site and view the courses, log into the site and enter your username and password (that was assigned to you when enrolling).
- [To access Moodle](#)

## **COURSE ENROLLMENT**

- Prior to the day of enrollment for courses, an email will be sent directly to your BGU email box with details on the day of enrollment for courses, such as dates and times.
- The day of enrollment varies in each academic year and in the various faculties. [To may view the faculty enrollment dates on the website as well.](#)
- Ten days before the enrollment date, you will be able to keep informed in your personal time window in order to enroll for courses via [the BGU Website](#).  
\* Upon entering the site (via the above link), you will be asked to enter your username and password and then click the "User Time Window" button.
- Course enrollment process:  
On registration day, you must log into [your personal time window](#).  
Then, enter your username and password and click the "Course Enrollment" button. Next, enter the desired course number, click on the course that appeared, and click on the "Submit Application" button.
- When the enrollment process has been completed, please make sure that you have enrolled for all the courses using the "Course Enrollment Status" button.
- If you have enrolled for a course by mistake, you can delete it by clicking the "delete" button.
- Changes in the list of courses (adding/dropping a course) after course enrollment may be made during the enrollment adjustment period.
- Before you enroll for courses, you may want to view [the video demonstrating the course enrollment process](#).
- It is your responsibility to enroll for course according to the curriculum. No changes can be made after the enrollment adjustment period.

## **SCHEDULE OF CLASSES**

- To know the courses in which to enroll, refer to the department's website where you will find the list of required courses. Please note that each department has a recommended schedule of classes for each year of the degree.
- For all students in the double major track, you should view the website of the two departments to know in which courses to enroll.
- [To view the schedule of classes:](#) Ben-Gurion University of the Negev website > Students tab > Academic Information > Schedule of Classes for the Department.

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- Information is also available on the courses and schedule of classes on the department's website.
- List of courses by department: Ben-Gurion University of the Negev Website > Students tab > Academic Information BGU Course File.
- You can consult at any stage with the secretarial office of the department to which you belong. Details of the department's secretarial office appear on the department's website under "Contact Us".

### **BGU REQUIREMENTS FOR COMPLETING A BACHELOR'S DEGREE**

- There are several courses that all students (in all departments and faculties) must take: library orientation, a tutorial on the prevention of sexual harassment, and you must complete the academic requirements in English as a foreign language.
- a. **Library orientation course** - required course for first year students. This is an E-learning course taught on the Moodle website for introducing the student to the library and learning about the library tools and resources, how to find books, etc.

Credits are not given for this course, but it is among the compulsory requirements for completing the degree. A degree will not be approved without completing this course.

- [Explanation on the library orientation course and how to enroll](#)

- b. **Introductory tutorial on the Prevention of Sexual Harassment Law.** This is a required assignment for every BGU student.

- [Explanation on enrollment for the tutorial](#)
- **How to enroll for this tutorial:** BGU Website > Students > Academic Information > Enrollment for Courses > Enrollment Website > Search by name of course: **Prevention of Sexual Harassment Tutorial** or by **Course No. 900.5.5001**.

- c. **English as a Foreign Language** - Students who are exempt from English automatically receive two credits and do not need to take this course. Students who are required to study English as a foreign language, must complete the "Advanced Level 2" by the end of their second year, otherwise their studies will be discontinued.

- [For information on classification of levels](#)

### **ENROLLMENT ADJUSTMENT PERIOD**

- The enrollment adjustment period is in the first two weeks of each semester. A notice on the adjustment period will be sent directly to your BGU email address.
- This is a trial period, where you can freely join or drop courses from your schedule of classes, free of charge.
- After the adjustment period, your enrollment status is final. After this date, any change (cancellation or enrollment for a course) is subject to the full payment for the course and fines.

### **ACADEMIC CALENDAR**

- To keep informed of vacations and holidays and to plan your time throughout the semester until the exam period, it is important to see [the Academic Calendar](#).

## **EXAMS**

- A schedule of exams will be posted on the department's website or on the faculty website at the beginning of the semester and/or until the enrollment adjustment period.
- An exam schedule, with final exam dates, will be published about a month before the end of the semester (this is the responsibility of the Examinations Unit).
- The exam schedule may be viewed on the BGU website > Students > Student Administration Information Service. [Schedule Individual Exams](#)
- Please note that during your first degree you are entitled to take exams on two exam dates (Mo'ed Aleph and Mo'ed Beit - first exam date and second exam date). However, the last grade is the determining grade.
- You should know that if you will be taking the Mo'ed Beit exams (second exam date), you must register in the system at the link appearing above.
- Registering for a special date is done directly through the secretarial office of the department.
- [Procedures relating to exams](#)

## **GRADES**

- Each course has a syllabus (course specification and requirements), which shows the passing grade for the course.

## **PROCEDURES RELATING TO YOUR OBLIGATIONS AND RIGHTS AS STUDENTS**

- In the Faculty Yearbook, you can find all the information relating to your studies, such as the curriculum, information on the department, information on the department's researchers, options for graduate degrees and procedures.
- Note that the year in which you began your studies is the determining factor for the curriculum.
- [Access to the Faculty Yearbook](#)

## **MAP**

- To help you find your way around BGU and to the classrooms/buildings, [see the interactive map of the university's buildings.](#)

## **IMPORTANT LINKS THAT CONTAIN EXPLANATIONS IN VARIOUS AREAS THAT CAN BE USEFUL DURING YOUR STUDIES:**

- [Housing in BGU Dormitories](#)
  - [Scholarships and Financial Assistance](#)
- (\*\* Registration for the dormitories and scholarships is online through the links appearing above\*\*)
- [Evaluations and Learning Disorders](#)
  - [Assistance with Medical Disabilities](#)
  - [Support Center Services \(for students with learning disorders/medical disabilities\)](#)
  - [Unit for Psychological Service and Professional and Academic Guidance](#)

- [Unit for Advancement of Arab Students](#)

Pre-academic refresher programs offered to students

- [Preparatory and refresher courses to students admitted for bachelor's degree studies \(in physics, mathematics, etc.\)](#)
- [Pre-academic Preparatory Program in the Various Departments in Natural Sciences and Engineering](#)
- ["A Step Ahead" for Arab Students](#)

Academic support and assistance provided to students during the semester

- [Tutor-a-thons \(\*Ezratonim\*\) \(reinforcement groups in courses of your choice\)](#)
- [Pre-academic Preparatory Program in various departments in the Natural Sciences and Engineering](#)  
(Guiding students until the end of Semester I)
- [Workshops: Each semester, workshops are opened to help students improve their learning skills. The list is updated before the beginning of each new semester.](#)
- [Tutoring Lessons](#)
- [Marathons: Reinforcement lessons before final exams](#)

We are always at your disposal throughout your studies at BGU.

Wishing you success,

[Dean of Students](#)