



جامعة المجمعة
Majmaah University
وكالة الجامعة للشؤون التعليمية

دليل

الإرشاد الأكاديمي

Academic Advising



Praise be to Allah and peace and blessings be upon the Prophet.

Dear colleagues,

Academic counseling represents the core of higher education. Guided by such counseling, university students can have access to the knowledge and strategies that can help them achieve their future goals and realize their potentials.

Based on the importance of that academic counseling, the university has issued a unified Academic Counseling Guidebook in Arabic and English so as to help non-Arabic speakers perform their academic responsibilities.

We have gained a great deal of experience of academic counseling from the previous successful practices of some colleges and the academic counseling workshops that had recommended such a guidebook.

We hope that the college deans and members of college staff work on the implementation of the procedures and conditions mentioned in the guidebook. Furthermore, creativity and addition to the guidebook are highly recommended.

In conclusion, we would like to express our appreciation to our colleagues who have worked on issuing this guidebook at the Agency of Academic Affairs:

- Dr. Abdullah Al-Sufiani, the supervisor of the Agency Administration;
- Dr. Sir El-Khatam Muhammad Ahmad, a professor at the College of Education;
- Dr. Muhammad Taha, a professor at the College of Medicine;
- Dr. Yusuf Muhammad Yusuf, a professor at the College of Medical Sciences;
- The Translation Committee

We ask Allah, the Almighty, to bless these efforts and help us achieve our aspirations.

Vice-rector of Academic Affairs

Dr. Ahmad Aromaih



Academic Advising Guide



Common Terms:

Academic Year	consists of two semesters: the first semester and the second semester and a third semester can be added to them in which all students of the university are not committed to register in and is called (the Summer semester).
University ID	This ID shows the Academic year and the semester that the students start studying in addition to the serial number of the student in that year and the semester.
University Semester	Duration of time lasts for sixteen weeks which consists of studying courses and exam.
Academic program	All courses studied by students to enable them to get a degree in the specialty concerned.
The curriculum	Range of subjects that are selected from among the knowledge acquired in the available scientific sources according to specific criteria most importantly are objectives of the program.
Academic Record	A record shows the courses taken by the student in sequence of semesters and grades achieved in these courses, it also shows quarterly and cumulative average in each semester achieved.
University Requirements	A group of subjects that are consistent with the goals of the university and are decided to be taught to all students.
College Requirements	Courses studied by students, and called the general preparation courses that must be all passed successfully before college enrollment.
Academic Advisor	A faculty member chosen by the supervisor of the academic advising unit to guide and follow the student through his overall scientific study since entering the university until graduation.



Student's academic load:



The Concept of Academic Advising:

Academic Advising is an essential and central element in the educational system, it is an objective response to the economic, humanitarian and social variables built into the system and philosophy of education, as well as being responsive to the needs of the student to Communicate with university education, which represents a necessary national development to achieve humanity innovation and excellence requirements.

The Academic Advising is represented in the two axes of the advising process: the educational institution and the student, the specialized academic advisor who works through the academic advising unit throughout the academic year strengthens this role, the academic advising process is integrated through the conscious and understanding of all advising parties involved; to direct the student the most appropriate way to achieve the desired success and adapt with the university environment.

This goal is achieved by providing students with various academic skills, which raise their academic achievement and the ability to discuss their scientific ambitions, it also includes educating students about regulations and the laws of the university, all through a variety of counseling services such as single academic advising, and various advising and consulting programs.

Moreover, Academic Advising helps students to formulate their goals, and to take appropriate decisions regarding their academic and professional future, through the maximum use of all the possibilities and alternatives available.

Academic Advising works constantly to simplify and facilitate the administrative procedures, in order to provide the best and high quality services for students in a sandard time in accordance with the overall quality sought by the college in light of the increase in the means of investing in the educational and intellectual projects and scientific research standards.



Academic Advising Programs

- Orientation programs for new students to introduce the study and tests system to achieve the necessary adaptation with university study, and introduce them to their rights and duties.
- Advising programs to help students with special needs, during their university lives, to achieve the highest levels of academic achievement, according to their abilities , and to study their problems and work to solve them.
- Advising programs for unsurpassed students to assist them in overcoming their false steps and achieve the desired success, and assist them in overcoming obstacles and problems confronting them.
- Advising programs for outstanding students to help them to continue to excel, to encourage them and motivate other students.
- Advising programs for scholarship students to guide them to achieve what they are planning to study, and helping them to overcome what may be being encountered obstacles or problems to be good advocates in their own country in the future.
- Advising programs to be organized for the all students to help them improve their academic and achievement levels.



Academic Advising Skills

In order to achieve the desired goals of the academic advising, there are several skills that the advisor should have, mainly:

1. Leadership quality: to lead students with a teamwork spirit to achieve the desired goals.
2. Empathy: to be involved in students' emotional and psychological problems and aspirations.
3. Planning: to trace the required plans for each student to achieve success.
4. Organization: A good time-management to facilitate communication with students.
5. Listening: the ability to listen to students properly and embrace them.
6. Decision-making and problem-solving: making the best choice, fast implementation and creativity in solving problems.

Collective advising: the ability to advise students collectively, organize and influence them



Tasks of the Academic Advising Unit Coordinator

There is an academic advising unit in each faculty headed by a member of the faculty staff. Such coordinator has the following tasks:

1. General supervision of the work of academic advisors and follow up the cases referred to him/her.
2. Welcome new students on the first day of study and introduce them to the university regulations.
3. Allocate students in a fair manner between faculty staff taking into consideration all psychological, social and linguistic factors.
4. Receive reports about students' issues in addition to the reports sent by the academic advisors, solve their problems or refer them to Vice Dean for Academic Affairs or to Dean if needed.
5. Organize counseling meetings, seminars and workshops to advance the academic advising efforts.
6. Facilitate the tasks of the academic advisors and prepare students' files and forms.
7. Discuss with the faculty council (the Dean or heads of departments) all new developments related to students and suggest solutions and ways for development.



The student's academic advisor's tasks:

The student's academic advisor's tasks are assigned as follows:

First: Technical Tasks:

1. Filling in specific forms for each student whom he was assigned to advise academically. These forms include the following:
 - Student's information form.
 - A semester updated study plan for students. (One can get it from the e-academic services system (Edugate).
 - Registration Form.
 - An up-to-date copy of the academic portfolio (a transcript). (One can get it from the e-academic services system (Edugate).
 - Other administrative documents (such as deleting, adding, and withdrawing forms).
 - Emergency reports form for the academic advisor's meetings with students, and it should be given to the academic advising coordinator in the college.
 - The end of semester report form for the academic advisor's meetings with students which should be given to the academic advising coordinator in the college at the end of each semester.
 - The academic advisor can contact with the academic advising coordinator to get these forms.

2. Courses Registering Process:

The academic advisor checks the students file and his major and helps him to fill his own registration form before the date of registration.

3. Choosing the Course: The academic advisor should take a look on the student's action plan through the e-academic services system (Edugate) in order to help the students choose their courses; and he should make sure of the following:

- A student has passed all the required courses and the previous requirements with a grade not less than (D) because he won't be allowed to register in any course till he passes its previous requirement.
- Knowing the minimum and maximum accredited hours which a student is allowed to register according to his current status (student's academic load).

4. Sorting out the graduation requirements: A student need to pass the courses or the accredited hours to get the bachelor degree in his major as follows:

- Carrying out the mandatory university requirements successfully.
- Carrying out the mandatory college requirements successfully.
- Carrying out the mandatory department requirements successfully.
- Passing all the required courses with a cumulative grade that shouldn't be less than (2.0).

5. Helping the student to prepare a timetable and a study plan to complete all the graduation requirements within the maximum permitted period of years.

6. Explaining the grades average (both for each semester and cumulative):

The student's semester and cumulative performance is measured through calculating the semester and cumulative grades average.

Grade Symbols	A+	A	B+	B	C+	C	D+	D	F
Grade points	5	4.75	4.50	4.00	3.50	3.00	2.50	2.00	1.00

Each of these grade points is calculated by the following equation:

7. Explaining the grade symbols of the students statuses in calculating the averages as follows:

The Symbol	
P	Pass
F	Fail
S	Substitute course
I	Incomplete (remain temporarily)
PR	In-progress (for a course that needed more than one semester)
W	Withdrawn
DN	Denied

8. Performance evaluation:

The academic supervisor explains to student that his efforts should be commensurate with his GPA in order to pass easily.

9. Help students to choose their majors according to their inclinations and capabilities in the multi-specializations faculties and departments.

10. Solving problems: The academic supervisor helps students to cope with problems related to their majors through shedding light on the causes of the problem and then suggesting solutions.

11. Refer the student to those who can answer his social, academic or even psychological queries if not acquainted by the academic advisor (Referral to the appropriated and concerned authorities at the university).

Secondly: Administrative tasks:

The academic advisor helps student to take his decisions about the following procedures:

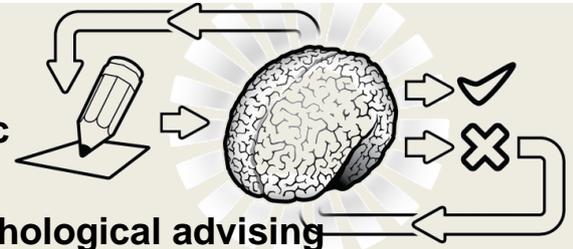
1. (Change a major. Add and delete courses. Withdraw from a course. Withdraw from a term. Withdraw from the University.

Notice: It's very important to refer to the registration rules which organize such procedures and its academic consequences, which can be found at the Admission and Registration Deanship website.

2. Student's absence

The absence is formally considered from the first day of study. According to the policy of the university, the student receives the first warning letter in case of being absent about 5% of the total approved teaching hours of the course. He receives the second warning letter in case of being absent 10% of the total approved teaching hours of the course and he might receive a denial in case of being absent for more than 25% of the total approved teaching hours of the course. Notice: the student who has received a denial is considered as failed in the course (With the need to review the list of coercive excuses for university students).

Duties of the academic



advisor in situations of social and psychological advising

1. The academic advisor should guide his students within the academic duties, along with his educational role in giving a helping hand to the student in psychological and social problems, according to the areas he can help with. In cases that seem difficult to deal with, the academic advisor should send these cases to the specialized departments inside University and guide the student to refer to and make use of these services.
2. The academic advisor should help the student to meet his psychological or social counselor in cases which the academic advisor sees that need the student to be sent to the psychological or social counselor. It is necessary that the student should be told that it does not mean that he is mentally or psychologically disordered. The counselor should assure him regarding to the privacy and confidentiality of the subject.
3. The academic advisor has to provide psychological and social counselor with brief information about the student's status, if the student wanted that.
4. The academic advisor should maintain the highest level of secrecy in organizing the guidance sessions.



Caring outstanding students:

Helping the outstanding students is considered one of the tasks that the academic advisor has to do, in order to preserve and invest these unique cadres. The academic advisor can perform these roles as follows:

1. Following-up students' academic records regularly and helping them to continue to excellence.
2. Spiritual support, encouragement and constant stimulation.
3. Overcoming any obstacles regarding registration, deletion or addition of any school subjects and what is necessary to continue to excellence.
4. Introducing them to the heads of departments, and giving them the chance to meet the Dean of the college.
5. Guiding them to the concerned departments in university, in order to improve their skills and talents and support excellence, such as:
 - Deanship of Students' Affairs.
 - Students' Support Management in University Agency for Academic Affairs.
 - Students' Innovation and Ideas Emerging Center.
6. Taking into account the psychological and social conditions and getting benefit from specialists in it.



Caring stumbling students:

1. Following-up these students' academic records regularly.
2. Holding meetings with them, and searching for the causes of weakness, and motivating them, to get improved and raise rates. The counselor should register that in the students' own records.
3. Setting an action plan fitting their levels and enabling them to overcome their tripping and weaknesses, and taking into account the academic load.
4. Taking into consideration the psychological and social conditions as much as possible and take advantage of the specialists.
5. If necessary, turn these students to the concerned departments at University, such as:
 - Deanship of Students' Affairs.
 - Students' Support Management in University Agency for Academic Affairs.
 - Counseling and Guidance Center.
6. Integrating these students into the educational community and involving them in a distinct enrichment programs, and linking them to strong students to take advantage from them.



Academic Electronic Guidance Manual (electronic version)

It is a service that is available on University Academic System Website on the Internet. A faculty member can find out the names of the students to advise academically, whom are appointed to him by his scientific department.

By clicking on the link (Academic Advising) a table will appear to the faculty member, containing the students' names whom will be guided by him. (as in the table below).

الرئيسية | خروج

تاريخ آخر دخول : 13:32 14/11/1435 هـ
03/06/2015 م | 16/08/1436 هـ



جامعة المجمعة
Majmaah University

بوابة النظام الأكاديمي

صفحة المحاضر الفصل الثاني 35/36



اسم المحاضر : الكلية : المعلومات الإدارية والاساتية

رقم المحاضر : 95698 التخصص :

المُرشد الأكاديمي

رقم الطالب	اسم الطالب	التخصص	خطة الطالب
431320563	محمد بن ضاوي بن بن خميدان المطيري	المحاسبة	خطة الطالب
342101091	خالد بن صالح بن عبد المصنن العواد	المحاسبة	خطة الطالب
322101107	تركيب بن عواد بن سعد العنزي	المحاسبة	خطة الطالب
321101029	عبدالعزير بن عبدالله بن يوسف المسعود	المحاسبة	خطة الطالب
342100802	أحمد بن لافي بن غالب المطيري	المحاسبة	خطة الطالب
429321774	خالد بن عبدالصنن بن مقدم المقدم	المحاسبة	خطة الطالب
341105885	نايف بن أحمد بن محمد المسعودي الشمري	المحاسبة	خطة الطالب
429321453	خالد بن عبدالله بن فاطم الجبيري	المحاسبة	خطة الطالب
342103820	عزرا بن عبدالله بن محمد الجوهان	المحاسبة	خطة الطالب
430440186	فهد بن فلاح بن بن فهد المحلبي	المحاسبة	خطة الطالب
430320853	عمر بن محمد بن صلاح الحرني	المحاسبة	خطة الطالب
322101103	عوض بن فاطم بن شداد المطيري	المحاسبة	خطة الطالب
332111511	عبدالحميد بن عبدالله بن صالح السبيدي	المحاسبة	خطة الطالب
430320087	أسامة بن خالد بن عبدالله الجبير	المحاسبة	خطة الطالب
322101095	طارق بن صلاح بن عبيد الحرني	المحاسبة	خطة الطالب

قوائم الطلاب

التقييم

رصد الدرجات

استعراض درجات الفصول السابقة

إدخال القياي

معلومات المحاضر

الجدول الدراسي

تعبير كلمة السر

إرسال بريد إلكتروني

رأي المحاضر

المُرشد الأكاديمي

2 1

رجوع

As shown in the table, each student can see the following options:

1. Academic record.
2. Student's plan.
3. Personal data. (Will be added later)

1. Academic record:

By clicking on the academic record link, the lecturer can see the student's academic record, in order to be able to guide him academically, as shown in the table below.

طباعة

هذا السجل لا يستخدم للأغراض الرسمية

الوضع العام : منتظم

عدد إنذارات الطالب : 0

العصل الثاني 35/36 (352)		الوضع الأكاديمي : منتظم	
التخصص : القانون	نوع الخطة : رئيسي	عدد الإنذارات : 0	
رقم المقرر	اسم المقرر	الساعات	النقاط
PSC 110	مقدمة في علم السياسة	3	
ECO 111	مبادئ الاقتصاد	3	
LAW 112	تاريخ القانون	3	
LAW 113	المدخل إلى الفقه الإسلامي	3	
LAW 131	الأنظمة وحقوق الإنسان	3	
المعدل	الساعات المسجلة	الساعات المكتسبة	نجاح النقاط
0	15	0	0
2.5	31	31	16
فصلي			
تراكمي			

العصل الأول 35/36 (351)		الوضع الأكاديمي : منتظم	
التخصص : القانون	نوع الخطة : رئيسي	عدد الإنذارات : 0	
رقم المقرر	اسم المقرر	الساعات	النقاط
INF 110	مهارات الحاسب وتقنية المعلومات	3	
LAW 110	مبادئ القانون	3	
MGT 110	مهارات الاتصال	3	
MGT 111	مبادئ إدارة الأعمال	3	
ENG 101	اللغة الانجليزية	2	
SALM 101	المدخل إلى الثقافة الإسلامية	2	
المعدل	الساعات المسجلة	الساعات المكتسبة	نجاح النقاط
2.5	16	16	40
2.5	16	16	40
فصلي			
تراكمي			

رجوع

طباعة

The lecturer can print out the academic record as shown in the table below:

جامعة المجمعة : كلية التربية قسم الآداب

Majmaah University
Deanship of Admission and Registration
IduGate
Date : 03/06/2015
Time : 10:53

جامعة المجمعة
عمادة شؤون القبول والتسجيل
البنوابة الإلكترونية
التاريخ : 16/06/1436
الوقت : 10:53

السجل الأكاديمي

اسم الطالب : الكلية : العلوم الادارية والانسانية

رقم الطالب : التخصص : القانون

العصل الثاني 1435/1436

هذا السجل لا يستخدم للأغراض الرسمية

عدد إنذارات الطالب : 0

العصل الثاني 35/36 (352)		الوضع الأكاديمي : منتظم	
التخصص : القانون	نوع الخطة : رئيسي	عدد الإنذارات : 0	
رقم المقرر	اسم المقرر	الساعات	النقاط
PSC 110	مقدمة في علم السياسة	3	
ECO 111	مبادئ الاقتصاد	3	
LAW 112	تاريخ القانون	3	
LAW 113	المدخل إلى الفقه الإسلامي	3	
LAW 131	الأنظمة وحقوق الإنسان	3	
المعدل	الساعات المسجلة	الساعات المكتسبة	نجاح النقاط
0	15	0	0
2.5	31	31	16
فصلي			
تراكمي			

العصل الأول 35/36 (351)		الوضع الأكاديمي : منتظم	
التخصص : القانون	نوع الخطة : رئيسي	عدد الإنذارات : 0	
رقم المقرر	اسم المقرر	الساعات	النقاط
INF 110	مهارات الحاسب وتقنية المعلومات	3	
LAW 110	مبادئ القانون	3	
MGT 110	مهارات الاتصال	3	
MGT 111	مبادئ إدارة الأعمال	3	
ENG 101	اللغة الانجليزية	2	
SALM 101	المدخل إلى الثقافة الإسلامية	2	
المعدل	الساعات المسجلة	الساعات المكتسبة	نجاح النقاط
2.5	16	16	40
2.5	16	16	40
فصلي			
تراكمي			

2. Student's plan:

By clicking on the student's plan link, the student's academic plan will appear to the lecturer. The lecturer, then, will be able to guide the student correctly through his plan. Moreover, the lecturer can print the plan when needed. The student's plan appears as shown in the table.

الرئيسية | خروج

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03/06/2015 م | 16/08/1436 هـ



جامعة المجمعة
Majmaah University

بوابة النظام الأكاديمي

صفحة المحاضر المتصل النامي 35/36



اسم المحاضر : الكلية : المعلوم الادارية والاساسية

رقم المحاضر : التخصص :

حظة الطالب

اسم الطالب : محمد بن ضاوي بن بن حميدات المطيري

قوائم الطلاب

التقييم

رصد الدرجات

استعراض درجات الفصول السابقة

إدخال الغياب

معلومات المحاضر

التجول الدراسي

تغيير كلمة السر

إرسال بريد إلكتروني

رأي المحاضر

المرشد الأكاديمي

الأول	101 حسب	101 دار	101 دار	101 دار	101 دار
مادة المحاسبة 101	مادة ادارة الاعمال 101 دار	المعدل في اللغة الاسلامية 101 دار	مادة الاقتصاد الجزئي 101 قعد	اللغة الانجليزية - الترميز الاداري 101 دار	اللغة الانجليزية - الترميز الاداري 101 دار
مادة المحاسبة 101	مادة الاساليب الكمية 101 كمي	مادة القانون 101 نظم	مادة المحاسبة 102 حسب	الاسلام وبناء المجتمع 102 سلم	مادة الاقتصاد الكلي 102 قعد
مادة الاساليب الكمية 102 كمي	النظام الاقتصادي في الاسلام 103 سلم	موضوعات مختارة باللغة الانجليزية 193 حسب	مادة المالية المتوسطة 1. 212 قعد	المحاسبة المتوسطة 1. 217 حسب	محاسبة تكاليف (1) 231 حسب
مادة المحاسبة الكمية 103 كمي	اسس النظام السياسي في الاسلام 104 سلم	البرمجة بلغة البيسك 206 عال	المحاسبة المتوسطة 2. 218 حسب	المحاسبة الضريبية والركاة 313 حسب	محاسبة الحكومية 1- 321 حسب
مادة طرق كمية (1) 111 كمي	القانون التجاري 211 نظم	اقتصاديات الموارد 265 قعد	المحاسبة المتقدمة 301 حسب	البرمجة بلغة الكويل 306 عال	اعداد التقارير المحاسبية 390 حسب
مادة طرق كمية (2) 121 كمي	الادارة المالية 221 دار	ادارة التسويق 241 دار	نظم محاسبية 251 حسب	المحاسبة التطبيقية 413 حسب	المحاسبة الادارية 431 حسب
مادة اقتصاديات نفود وبنوك 211 قعد	ادارة العمليات 271 دار	مراجعة - 1 341 حسب	نظرة المحاسبة 416 حسب	بحوث العمليات في المحاسبة 437 حسب	مادة المحاسبة 211 قعد
مادة نظم العقود التجارية وعمليات البنوك 311 نظم	قرارات التمويل 324 دار	محاسبة التكاليف - 2 331 حسب	تحليل التقارير المالية 415 حسب	استخدام الحاسب في المحاسبة 451 حسب	مادة المحاسبة 311 نظم

المقررات المنقوية في الحطة

المقررات المتنازعة في الحطة

جدول الطالب

3-The student's personal data:

By clicking on the personal data link, the lecturer will be able to see the student's personal data. Also, the lecturer can get the required information to help him/her in the process of academic advising. As in the following Figure:

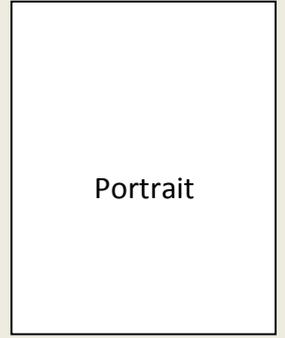
"Will be added later"



Forms



Personal Data البيانات الشخصية



Portrait

Student Name: الاسم:

ID No.: الرقم الجامعي:

Mobile No. : رقم الموبايل:

Relative Mobile No. : رقم موبايل الاب: Home Tel.: تليفون المنزل:

E. Mail: البريد الالكتروني: Age: العمر:

Place of Birth: مكان الميلاد: Date of Birth:..... تاريخ الميلاد:

Marital State:..... الحالة الاجتماعية: Academic Year: الصف:

Academic Advisor: المرشد الاكاديمي:

Is the student father alive? هل الوالد على قيد الحياه? No لا Yes نعم

Is the student mother alive? هل الوالدة على قيد الحياه? No لا Yes نعم

Number of family members عدد افراد الاسره Females اناث Male ذكور

Student order between brothers: ترتيب الطالب بين الاخوه:

Father's Job: وظيفة الاب: Father's Education:..... المؤهل العلمي للأب:

Mother's Job: وظيفة الام: Mother's Education:..... المؤهل العلمي للأم:

Family permanent address: العنوان الدائم للأسرة:

Current permanent address:..... العنوان الحالى للطالب:

Updated information: تحديث معلومات

.....

.....

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مقابلة الطالب مع المرشد الأكاديمي Advisor-Student Counseling Meeting

Student Name اسم الطالب	ID Number الرقم الجامعي
Semester الفصل	Day & Date اليوم والتاريخ	/ / 143 H

Cumulative GPA التقدير التراكمي
Last GPA آخر تقدير
Currant module المقرر الحالي
Previous modules failure الرسوب في مقررات سابقه

Aim of the Meeting:

الهدف من المقابله:

Academic Performance
Absence الغياب
Drop الحذف
Others اخرى

Summary of Meeting:

ملخص المقابله:

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Student name: اسم الطالب:	Academic Advisors name: اسم المرشد الأكاديمي:
Signature: التوقيع:	Signature: التوقيع:

Module Report تقرير المقرر

Student Name:: اسم الطالب ID Number:: الرقم الجامعي:

Mobile No. :: رقم موبايل الطالب Relative Mobile No.:: رقم موبايل الاب:

Home Tel.:: تليفون المنزل: Age:: العمر:

E. Mail:: البريد الإلكتروني:

Number of meeting during the module:: عدد المقابلات اثناء الفصل:

Cumulative GPA:: التقدير التراكمي:

Previous modules failure:: الرسوب في مقررات سابقه

Student problems during the module:: المشكلات التي واجهت الطالب في المقرر

Recommendation of the Mentor:

توصيات المرشد الاكاديمي

Academic Advisors name:: اسم المرشد الاكاديمي:

Signature:: التوقيع:

التقرير الطارئ Emergency Report

الرقم الجامعي: ID Number: اسم الطالب:

رقم موبايل الاب: Relative Mobile No.: رقم موبايل الطالب:

العمر: Age: تليفون المنزل:

البريد الإلكتروني: E. Mail:

عدد المقابلات اثناء الفصل: Number of meeting during the module:

التقدير التراكمي: Cumulative GPA:

الرسوب في مقررات سابقه Previous modules failure:

المشكلات التي واجهت الطالب في الفصل الدراسي Student problems during the semester:

توصيات المرشد الاكاديمي Recommendation of the Mentor:

اسم المرشد الاكاديمي: Academic Advisors name:

التوقيع: Signature:

Dropping Form for the module نموذج حذف المقرر

No	Name of the module اسم المقرر	Code الرمز	Rationale السبب
1			<input type="checkbox"/> Conflict <input type="checkbox"/> Medical <input type="checkbox"/> Social <input type="checkbox"/> Others تعارض طبي اجتماعي اخرى
2			<input type="checkbox"/> Conflict <input type="checkbox"/> Medical <input type="checkbox"/> Social <input type="checkbox"/> Others تعارض طبي اجتماعي اخرى
3			<input type="checkbox"/> Conflict <input type="checkbox"/> Medical <input type="checkbox"/> Social <input type="checkbox"/> Others تعارض طبي اجتماعي اخرى
4			<input type="checkbox"/> Conflict <input type="checkbox"/> Medical <input type="checkbox"/> Social <input type="checkbox"/> Others تعارض طبي اجتماعي اخرى
5			<input type="checkbox"/> Conflict <input type="checkbox"/> Medical <input type="checkbox"/> Social <input type="checkbox"/> Others تعارض طبي اجتماعي اخرى

الرقم الجامعي

اسم وتوقيع الطالب: Name & Signature of Student

Academic Advisor Recommendation

توصيات المرشد الأكاديمي

Not Agree غير موافقAgree موافق

Justifications: السبب

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الاسم والتوقيع: Name & Signature:

Recommendation of the Head of the Department:

توصيات رئيس القسم

Not Agree غير موافقAgree موافق

Justifications: السبب

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الاسم والتوقيع: Name & Signature:

Warning-Notice for Exceeding Absenteeism Percentage

تنبيه بتجاوز نسبة الغياب

 التنبيه الاول First Notice التنبيه الثاني Second Notice

اسم الطالب:	Student Name:
اسم المقرر:	Name of the module:
رمز المقرر:	Code & No.:
الرقم الجامعي:	ID No.:
التاريخ: H 143 / /	Date: H 143 / /

تنبهكم: I'm warning you that your absenteeism percentage in the module mentioned above exceeds:

بأن نسبة غيابكم في المقرر المذكور عاليه تجاوزت

 15% 20% 25%

I hope, for your own sake, not to miss any more lectures/labs, since according to the university regulations you are not allowed to sit for the final exam if your absence percentage exceeds 25%.

نأمل منكم عدم الغياب في المحاضرات والعملى لأنه طبقا للوائح الجامعيه غير مسموح بحضور الامتحان النهائى لمن تتجاوز نسبة غيابه ٢٥%

منسق المقرر Module coordinator	المرشد الاكاديمي Academic advisor
الاسم:	الاسم:
التوقيع:	التوقيع:

Student's Name and Signature Acknowledging Receiving A Copy of This Warning Notice.

اسم الطالب والتوقيع ويتم تسليم نسخه من هذا التنبيه للطالب

اسم الطالب:	Student Name:
التوقيع:	Signature:

A copy of this warning notice to be sent to student's academic advisor.

ترسل نسخه من هذا التنبيه الى المرشد الأكاديمي للطالب

متابعة التقدير التراكمي للطالب Student's Cumulative GPA Follow-up

اسم الطالب: Student's Name:

الرقم الجامعي: ID No.

القسم: Department:

اسم المرشد الاكاديمي: Name of Academic Advisor:

Academic Year العام الجامعي	143.... - 143.... H											
	1 st	2 nd										
Semester الفصل الدراسي												
Cumulative GPA التقدير التراكمي												
No. of Warning Notices عدد تحذيرات الغياب												
Name & Signature of Academic Adviser اسم وتوقيع المرشد الأكاديمي												