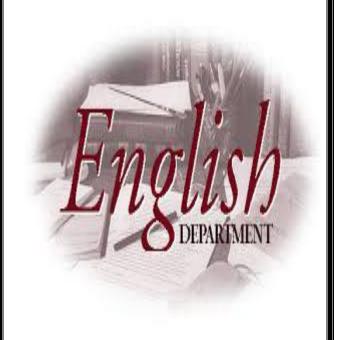# Academic Advising Guide

## Department of English Language

**College of Science and Humanities at Rumaah**

**Department of English Language**

**1441-1442**

**Head of the Department Message**

**Dear Students:**

The department of English language is committed to support your academic journey by emphasizing advising and mentoring to help you identify and achieve your goals. The principle purpose of the academic advising is to help you, in planning your academic career. Successful academic advising occurs when you, your advisor and counsellor work together as partners in seeking academic advisement prior to registering for classes is critically important. Academic advising and counselling is a service that offers students opportunities to learn much more than what courses they should take to complete a major. This includes advice about a wide array of matters related to students' choices of majors and courses, including appropriateness between those choices and students' career goals, further educational goals, and abilities.

Ultimately, responsibility for making decisions about your life goals and educational plans rests with you.

**The Head of Department**

**Dr. Nouf Abdullah**

# Academic Advising Guide

**Introduction**

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 axises 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 counselling 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 standard 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

The academic advising is an essential procedure in educating students and it is very important to achieve the requirement of high quality in the educational process. A faculty advisor will be assigned to each student at College of Rumaah at Majmaah University. The role of the advisor with student begins since the student joined the university until graduation. The Guidance and Advisory Unit in accordance with departments assign a group of students for each faculty member who is responsible for guiding them in their academic life. The purpose of academic advising is to improve the student's performance and to help him/her to understand the college environment.

## Academic Advising Skills

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.

7. 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 counselling 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 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. 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.

b. Knowing the minimum and maximum accredited hours which a student is allowed to register according to his current status (student's academic load).

3. Sorting out the graduation requirements:

A student needs to pass the courses or the accredited hours to get the bachelor's 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).

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

5. 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 | 5.75 | 4.50 | 4.00 | 3.50 | 3.00 | 2.50 | 2.00 | 1.00 |

6. Performance evaluation: The academic supervisor explains to student that his efforts should be commensurate with his GPA to pass easily.

8. Help students to choose their majors according to their inclinations and capabilities in the multi-specialization's faculties and departments.

9. 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.

9. 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 counsellor in cases which the academic advisor sees that need the student to be sent to the psychological or social counsellor. It is necessary that the student should be told that it does not mean that he is mentally or psychologically disordered. The counsellor should assure him regarding to the privacy and confidentiality of the subject.
3. The academic advisor must provide psychological and social counsellor 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 must 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, 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. Considering the psychological and social conditions and getting benefit from specialists in it.

**Caring for the 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 counsellor 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 considering 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.
   • Counselling 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, who 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 who will be guided by him.



As shown in the table, each student can see the following options:
1. Academic record.

الوضع العام : منتظم

عدد إنذرات الطالب : 0

| الوضع الأكاديمي : منتظم | الفصل الثاني 35/36 (352) |
| :--- | :--- |
| عدد الإنذرات : 0 | نوع الخطة : رئيسي | التخصص : القانون |

| التقدير | النقاط | الساعات | اسم المقرر | رمز المقرر |
| :--- | :--- | :---: | :--- | :--- |
| | | 3 | مقدمة في علم السياسة | PSC 110 |
| | | 3 | مبادىء الاقتصاد | ECO 111 |
| | | 3 | تاريخ القانون | LAW 112 |
| | | 3 | المدخل إلى الفقه الإسلامي | LAW 113 |
| | | 3 | الأنظمة وحقوق الانسان | LAW 131 |

| المعدل | النقاط | نجاح | الساعات المكتسبة | الساعات المسجلة | |
| :---: | :---: | :---: | :---: | :---: | :--- |
| 0 | 0 | 0 | 0 | 15 | فصلي |
| 2.5 | 0 | 16 | 31 | 31 | تراكمي |

| الوضع الأكاديمي : منتظم | الفصل الأول 35/36 (351) |
| :--- | :--- |
| عدد الإنذرات : 0 | نوع الخطة : رئيسي | التخصص : القانون |

| التقدير | النقاط | الساعات | اسم المقرر | رمز المقرر |
| :--- | :--- | :---: | :--- | :--- |
| | | 3 | مهارات الحاسب وتقنية المعلومات | INF 110 |
| | | 3 | مبادىء القانون | LAW 110 |
| | | 3 | مهارات الاتصال | MGT 110 |
| | | 3 | مبادىء إدارة الأعمال | MGT 111 |
| | | 2 | اللغة الانجليزية | ENG 101 |
| | | 2 | المدخل إلى الثقافة الاسلامية | SALM 101 |

| المعدل | النقاط | نجاح | الساعات المكتسبة | الساعات المسجلة | |
| :---: | :---: | :---: | :---: | :---: | :--- |
| 2.5 | 40 | 16 | 16 | 16 | فصلي |
| 2.5 | 40 | 16 | 16 | 16 | تراكمي |

2. Student's plan.

3. Personal data.

**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.

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

ajmaah University
eanship of Admission and Registration
uGate
ate : 03/06/2015
me : 10:53

جامعة المجمعة
عمادة شؤون القبول والتسجيل
البوابة الإلكترونية
التاريخ : 16/08/1436
الوقت : 10:53

## السجل الأكاديمي

| | | |
|---|---|---|
| اسم الطالب : | الكلية : العلوم الادارية والانسانية | |
| رقم الطالب : | التخصص : القانون | |

### الفصل الثاني 1435/1436

**\* هذا السجل لا يستخدم للأغراض الرسمية**

عدد إنذرات الطالب : 0

| الفصل الثاني 35/36 (352) | | الوضع الأكاديمي : منتظم |
|---|---|---|
| التخصص : القانون | نوع الخطة : رئيسي | عدد الإنذرات : 0 |

| التقدير | النقاط | الساعات | اسم المقرر | رمز المقرر |
|---|---|---|---|---|
| | | 3 | مقدمة في علم السياسة | PSC 110 |
| | | 3 | مبادىء الاقتصاد | ECO 111 |
| | | 3 | تاريخ القانون | LAW 112 |
| | | 3 | المدخل إلى الفقه الإسلامي | LAW 113 |
| | | 3 | الأنظمة وحقوق الانسان | LAW 131 |

| المعدل | النقاط | نجاح | الساعات المكتسبة | الساعات المسجلة | |
|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 15 | فصلي |
| 2.5 | 0 | 16 | 31 | 31 | تراكمي |

| الفصل الأول 35/36 (351) | | الوضع الأكاديمي : منتظم |
|---|---|---|
| التخصص : القانون | نوع الخطة : رئيسي | عدد الإنذرات : 0 |

| التقدير | النقاط | الساعات | اسم المقرر | رمز المقرر |
|---|---|---|---|---|
| | | 3 | مهارات الحاسب وتقنية المعلومات | INF 110 |
| | | 3 | مبادىء القانون | LAW 110 |
| | | 3 | مهارات الاتصال | MGT 110 |
| | | 3 | مبادىء إدارة الأعمال | MGT 111 |
| | | 2 | اللغة الانجليزية | ENG 101 |
| | | 2 | المدخل إلى الثقافة الاسلامية | SALM 101 |

| المعدل | النقاط | نجاح | الساعات المكتسبة | الساعات المسجلة | |
|---|---|---|---|---|---|
| 2.5 | 40 | 16 | 16 | 16 | فصلي |
| 2.5 | 40 | 16 | 16 | 16 | 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.

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

جامعة المجمعة
Majmaah University

## بوابة النظام الأكاديمي

| | |
|---|---|
| قوائم الطلاب | |
| التقييم | |
| رصد الدرجات | |
| استعراض درجات الفصول السابقة | |
| إدخال الغياب | |
| معلومات المحاضر | |
| الجدول الدراسي | |
| تغيير كلمة السر | |
| إرسال بريد إلكتروني | |
| رأي المحاضر | |
| المرشد الأكاديمي | |

صفحة المحاضر   الفصل الثاني 35/36

اسم المحاضر :    الكلية  : العلوم الإدارية والإنسانية
رقم المحاضر :    التخصص :

خطة الطالب

اسم الطالب : محمد بن ضاوي بن بن حميدان المطيري    ■ طباعة

| المستوى | | | | | | |
|---|---|---|---|---|---|---|
| الأول | 101 حسب مبادئ المحاسبة -1- | 101 دار مبادئ إدارة الأعمال | 101 سلم المدخل إلى الثقافة الإسلامية | 101 قصد مبادئ الاقتصاد الجزئي | 101 نجم اللغة الأنجليزية - التربية والزراعة وإدارية | |
| الثاني | 101 كمي مبادئ الأساليب الكمية -1- | 101 عرب المهارات اللغوية | 101 نظم مبادئ القانون | 102 حسب مبادئ المحاسبة -2- | 102 سلم الإسلام وبناء المجتمع | 102 قصد مبادئ الاقتصاد الكلي |
| الثالث | 102 كمي مبادئ الأساليب الكمية -2- | 103 سلم النظام الاقتصادي في الإسلام | 193 حسب موضوعات مختارة باللغة الأنجليزية | 212 قصد مبادئ المالية العامة | 217 حسب المحاسبة المتوسطة -1- | 231 حسب محاسبة التكاليف (1) |
| الرابع | 103 عرب التحرير العربي | 104 سلم أسس النظام السياسي في الإسلام | 206 عال البرمجة بلغة البيسك | 218 حسب المحاسبة المتوسطة -2- | 313 حسب المحاسبة الضريبية والزكاة | 321 حسب المحاسبة الحكومية -1- |
| الخامس | 111 كمي طرق كمية (1) | 211 نظم القانون التجاري | 265 قصد اقتصاديات الموارد | 301 حسب المحاسبة المتقدمة | 306 عال البرمجة بلغة الكوبل | 390 حسب إعداد التقارير المحاسبية |
| السادس | 121 كمي طرق كمية (2) | 221 دار الإدارة المالية | 241 دار إدارة التسويق | 251 حسب نظم محاسبية | 413 حسب المحاسبة التطبيقية | 431 حسب المحاسبة الإدارية |
| السابع | 211 قصد اقتصاديات نقود وبنوك | 271 دار إدارة العمليات | 341 حسب مراجعة - 1 - | 416 حسب نظرية المحاسبة | 437 حسب بحوث العمليات في المحاسبة | |
| الثامن | 311 نظم العقود التجارية وعمليات البنوك | 324 دار قرارات التمويل | 331 حسب محاسبة التكاليف - 2 | 415 حسب تحليل التقارير المالية | 451 حسب استخدام الحاسب في المحاسبة | |

المقررات المتبقية في الخطة    ■ المقررات المجتازة في الخطة    ■ جدول الطالب

■ رجوع

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.

# Forms

البيانات الشخصية Personal Data

Portrait

Student Name: ............................................................ :الاسم

ID No.: ............................................................ :الرقم الجامعى

Mobile No. : ............................................................ :رقم الموبايل

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

E. Mail: ..................... البريد الالكترونى: ..................    Age: ..................... :العمر

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

Marital State:..................... الحاله الاجتماعيه:    Academic Year: ..................... :الصف

Academic Advisor: ..................................................... :المرشد الاكاديمى

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 العلمى للأب

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

Family permanent address: ..................... :العنوان الدائم للأسرة

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

Updated information: تحديث معلومات

..........................................................................................................................................

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## Advisor-Student Counseling Meeting مقابلة الطالب مع المرشد الأكاديمي

| | | | |
|---|---|---|---|
| **Student Name**<br>اسم الطالب | .................... | **ID Number**<br>الرقم الجامعى | ........................ |
| **Semester**<br>الفصل | .................... | **Day & Date**<br>اليوم والتاريخ | / / 143 H |

| | |
|---|---|
| **Cumulative GPA**<br>التقدير التراكمى | ............................................................ |
| **Last GPA**<br>اخر تقدير | ............................................................ |
| **Currant module**<br>المقرر الحالى | ............................................................ |
| **Previous modules failure**<br>الرسوب فى مقررات سابقه | ............................................................<br>............................................................<br>............................................................<br>............................................................ |

**Aim of the Meeting:**          :الهدف من المقابله

| | |
|---|---|
| **Academic Performance** | ................................................................ |
| **Absence** الغياب | ................................................................ |
| **Drop** الحذف | ................................................................ |
| **Others** اخرى | ................................................................ |

**Summary of Meeting:**          :ملخص المقابله

.........................................................................................................
.........................................................................................................
.........................................................................................................

| | |
|---|---|
| **Student name:** اسم الطالب: ....................<br><br>**Signature:** التوقيع: ....................... | اسم المرشد الأكاديمي: **Academic Advisors name:**<br><br>..................................<br><br>**Signature:** التوقيع: ................... |

# تقرير المقرر Module Report

الرقم الجامعى:............................ ID Number:............ اسم الطالب:....................................Student Name:

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

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

البريد الألكترونى:....................................................................E. Mail:

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

التقدير التراكمى:............................................................Cumulative GPA:

الرسوب فى مقررات سابقه............................Previous modules failure:

....................................................................................................................
....................................................................................................................

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

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....................................................................................................................

توصيات المرشد الاكاديمى          Recommendation of the Mentor:

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....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................
....................................................................................................................

اسم المرشد الاكاديمي:............................Academic Advisors name:....................

التوقيع:............................Signature:........................................

**Emergency Report** التقرير الطارئ

الرقم الجامعى:................................ ID Number: اسم الطالب:.................................. Student Name:

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

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

البريد الألكترونى:...................................................... E. Mail:

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

التقدير التراكمى:...................... Cumulative GPA:

الرسوب فى مقررات سابقه.................. Previous modules failure:

..........................................................................................................................

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

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توصيات المرشد الاكاديمى        Recommendation of the Mentor:

..........................................................................................................................

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..........................................................................................................................

..........................................................................................................................

..........................................................................................................................

اسم المرشد الاكاديمي:..................................... Academic Advisors name:

التوقيع:        Signature:........................................................

# نموذج حذف المقرر Dropping Form for the module

| No | اسم المقررName of the module | Code الرمز | السبب Rationale | | | |
|---|---|---|---|---|---|---|
| 1 | | | ☐ Conflict تعارض | ☐ Medical طبي | ☐ Social اجتماعي | ☐ Others اخرى |
| 2 | | | ☐ Conflict تعارض | ☐ Medical طبي | ☐ Social اجتماعي | ☐ Others اخرى |
| 3 | | | ☐ Conflict تعارض | ☐ Medical طبي | ☐ Social اجتماعي | ☐ Others اخرى |
| 4 | | | ☐ Conflict تعارض | ☐ Medical طبي | ☐ Social اجتماعي | ☐ Others اخرى |
| 5 | | | ☐ Conflict تعارض | ☐ Medical طبي | ☐ Social اجتماعي | ☐ Others اخرى |

لجامعى

اسم وتوقيع الطالب: ...................................................... Name & Signature of Student

توصيات المرشد الأكاديمي    Academic Advisor Recommendation

موافق ☐ Agree          غير موافق ☐ Not Agree

السبب    Justifications:

..................................................................................................................

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..........................................................................

الاسم والتوقيع: .................................................. Name & Signature:

توصيات رئيس القسم    Recommendation of the Head of the Department:

موافق ☐ Agree          غير موافق ☐ Not Agree

السبب    Justifications:

.................................................................................................................

.................................................................................................................

.................................................................................................................

الاسم والتوقيع: .................................................. Name & Signature:

## Warning-Notice for Exceeding Absenteeism Percentage

### تنبيه بتجاوز نسبة الغياب

التنبيه الاول First Notice ☐                    التنبيه الثاني Second Notice ☐

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

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

بأن نسبة غيابكم فى 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 فى المحاضرات والعملى لأنه طبقا للوائح الجامعيه غير مسموح بحضور الامتحان النهائى لمن تتجاوز نسبة غيابه ٢٥%

| منسق المقررModule coordinator | المرشد الاكاديميAcademic advisor |
|---|---|
| Name: ........................... :الاسم | Name: ........................... :الاسم |
| Signature: ...................... :التوقيع | Signature: ...................... :التوقيع |

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

اسم الطالب والتوقيع ويتم تسليم نسخه من هذا التنبيه للطالب

| |
|---|
| Student Name: ........................... :اسم الطالب |
| Signature: ........................... :التوقيع |

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

ترسل نسخه من هذا التنبيه الى المرشد الأكاديمى للطالب

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

**Student's Name:** ...................................... :اسم الطالب

**ID No.** ...................................... :الرقم الجامعي

**Department:** ...................................... :القسم

**Name of Academic Advisor:** ...................................... :اسم المرشد الاكاديمي

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