

# Student Guidance and Counseling committee

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## COMMITTEE MEMBERS

#	Name	Role
1	Dr. Amani Hassan	Chairperson
2	Department Members	Member

## RESPONSIBILITIES

- Receive and welcome newly enrolled students to the department.
- Guide and advise students during the course add and drop periods.
- Distribute students among academic advisors.
- Build and maintain a database of academically struggling students.
- Conduct an individual study for each struggling student on a case-by-case basis.