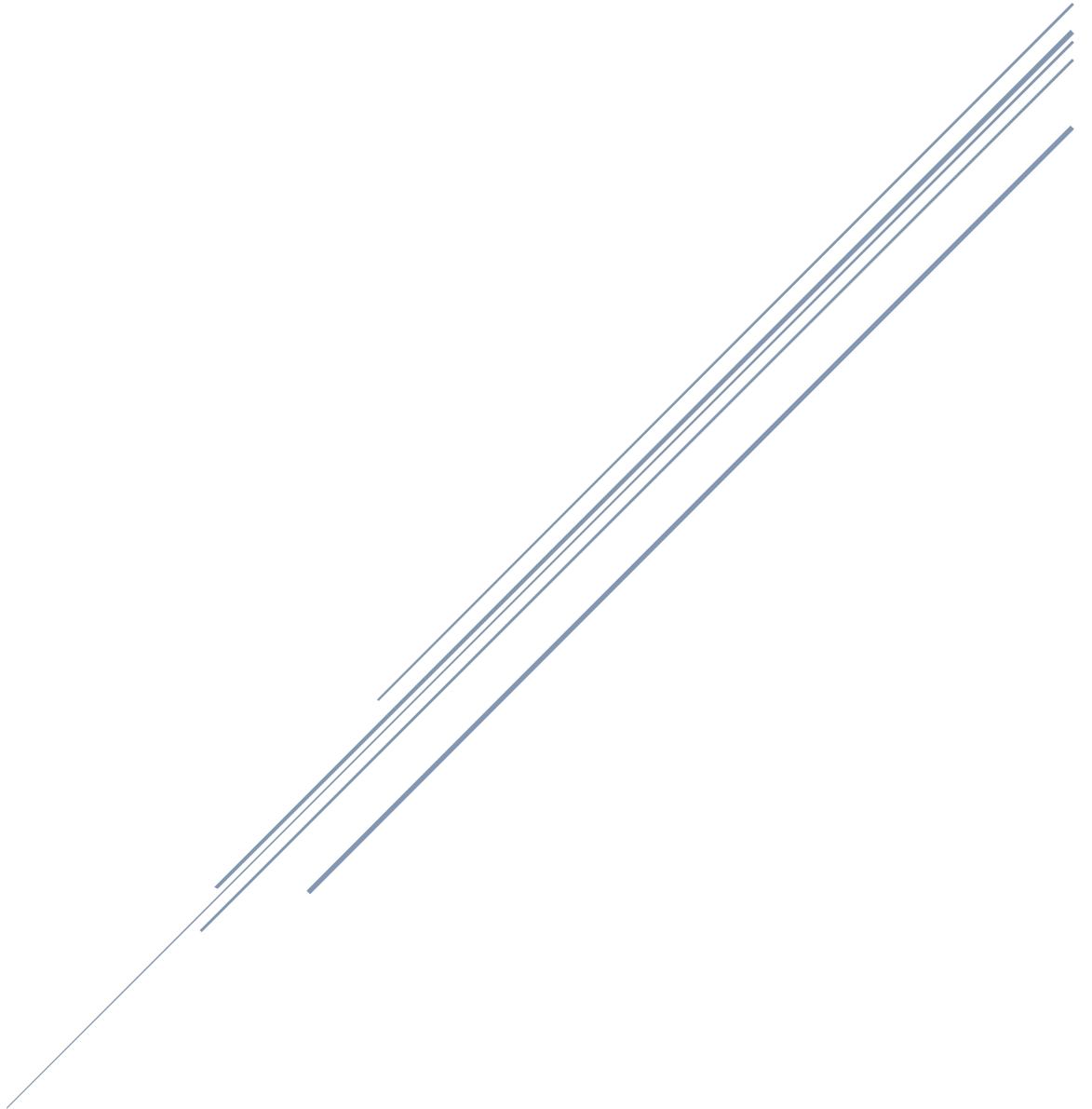


# Students Advising Manual

College of Applied Sciences



# Introduction:

One of the primary tasks undertaken by the University's college of Applied Science is student orientation and guidance, which aims in all of its activities, procedures and organizations to produce a distinguished student in his knowledge, thinking, behavior, and interaction with himself, colleagues, family and community. All that comes through:

- Help the students learn about their capabilities and abilities, and discover their talents.
- Increase students' achievement and scientific and skill excellence.
- Helping the students to solve problems and remove obstacles that hinder their academic achievement.
- Helping the students in solving psychological and social problems that may hinder their academic achievement.

## Guidance Areas:

### First, Academic advising:

It is the main pillar of guidance, and it aims to provide the necessary support to the students during their studies so that they can complete the study plan within the time period in the easiest and most efficient way. That is through the following:

- Helping the students to adapt to the University system, and making them aware of the college's mission, goals, and regulations.
- Eliminate the difficulties that lead to students stumbling, and delay them to reach their goal –whenever possible- according to the university's regulations.

### Second, psychological counseling:

It aims to guide the students' personality in a proper direction, change their view of themselves for the better, and realize the relationship between them and others and improving it. Also aims to develop the energies and capabilities that exist within the students to benefit from them in improving their academic level, and being able to solve their problems by themselves, make their decisions efficiently, and overcome the psychological impediments that may impose them between success and distinction.

### Third, social counseling:

It aims to prepare the students for positive interaction with their community, with its values, behaviors and diversity, and to adapt to that. Also, enhancing the students' role in contributing to

community service, development, and interaction with them in a way that benefits themselves and their community.

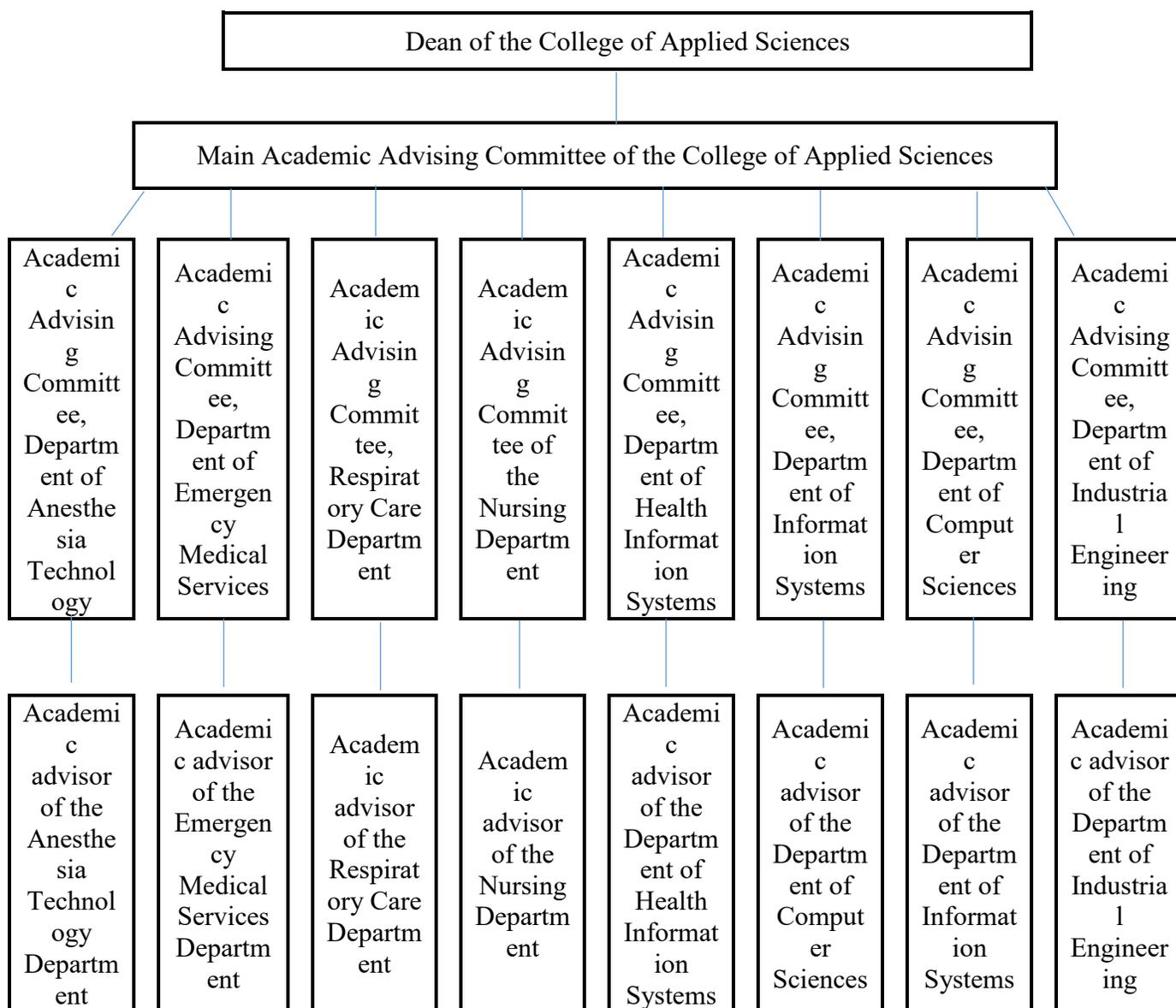
#### Fourth, educational and preventive counseling:

Awareness and preventive counseling pursues a policy of “prevention is better than cure”, and in this way we prevent problems before they occur, by raising awareness of virtuous values and good principles, and strengthening them, and giving students a faithful dose in appropriate and modern methods, which helps them avoid problems they might go through at this age and current circumstances. There is no doubt that these doses enable the students to do better with themselves, their surroundings, and perform their duties efficiently. The students also cultivate values and morals that are virtuous, such as ethics of seeking knowledge, work ethics, and avoiding negative behaviors. Awareness and preventive counseling also aims to enhance the positive aspects of the students and pushes them to take the ways that lead them to positivity, by training and urging them on skills such as volunteering, community service, ways of thinking, innovation, and finding solutions to problems, so that they can contribute to development as an active and influential member, and improves their outlook for themselves and their community, and avoids many psychological, social and other problems.

#### Fifth, career advice:

Career counseling aims to prepare the students to enter the field of work and professional career competently by developing and refining their personal and behavioral characteristics, and training them on the necessary skills for success and excellence in their professional job. In addition to helping them in job search skills such as writing CV's, personal interviewing skills, respecting work, working in a team, teamwork ethics and the like.

## College students counseling mechanism



### First, at the college level:

Student counseling includes providing psychological and social counseling services to students to ensure assessment of student's behavior, and to solve problems and obstacles that the students may encounter and prevent from attaining or weakening academic achievement, and this comes through:

1. Receiving psychological and social cases referred by the Dean and academic departments to study them and find solutions.
2. Observing behavior that may appear in the college, studying them, and treating them in appropriate ways.
3. Study the special cases transferred from the sub-academic advising committees, and find appropriate solutions for them.
4. Holding workshops, lectures, and various courses that develop students' skills, enhance values, and develop their abilities to manage time and overcome problems in order to achieve success and distinction their academic career in college, and career path after graduation.
5. Assist and support the sub-academic advising committees in the departments in performing their advising tasks.
6. Preparing students to enter the labor market, communicate with the employment agencies, and set up appropriate events, through the graduates' unit of the department.
7. Urging the students to review the regulations and instructions, knowing their rights, obligations, and the best ways to deal with any difficulties or problems they may face during their scientific career in college, and inviting them to do so by the available means.
8. Putting regulations and instructions on the university's official website, and publishing it among students by the available means.

### Second, at the departments' level:

A- Each academic department forms a subcommittee for academic advising not less than two members of the teaching staff of the department related to the head of that department, and supervises and coordinates the tasks of the academic advising approved for the committee. These tasks are:

1. Distributing the students of the department to the faculty members for guidance.
2. Enumeration of defaulted students, and follow their guidance through their academic advisors using the designed forms.
3. Arranging public and private meetings between the department's students and faculty members.
4. Express opinions on student cases that were transferred by the head of department and related to the academic side.
5. Create an indicative plan that is concerned with helping students increase their achievement and develop their talents and abilities.
6. Follow-up and study the conditions of students to discover and treat the behaviors that affect their academic achievement.
7. Coordination with students' affairs regarding psychological and social counseling for students.
8. Prepare the necessary periodic reports on the activity of academic advising in the department with the necessary recommendations and submit them to the head of the department.
9. Each academic department forms a subcommittee of conduct and discipline linked to the head of the department, and it monitors the discipline of the students in the department and their adherence to university systems and regulations, and treat it educationally according to the grievance, discipline, and regulations in force in the university by performing the following tasks:
  10. General supervision of the behavioral aspects of the students of the department in accordance with the educational methods according to the rules and regulations for controlling and refining the behavior of students.
  11. Study the behavioral cases for the students of the department, which were referred to by the head of the department.
  12. Carrying out the necessary procedures that were promised by the head of the department, such as investigating student violations, and reviewing the necessary papers and documents and keeping them.
  13. Study the students' grievances that were referred by the head of the department in accordance with the grievance and disciplinary regulations.

14. Study the students' objections to the results of their evaluation in the courses that were referred by the head of the department in accordance with the grievance and disciplinary regulations.
  15. Spreading the culture of discipline among the students of the department and encouraging positive behaviors.
  16. Organizing and conducting meetings, workshops and orientation lectures for the students of the department in coordination with the student's affairs to discuss and promote a culture of discipline and good behavior among students.
  17. Prepare the necessary periodic reports on the activity of the committee and the student cases that were dealt with in the department with the recommendations necessary to improve and develop student guidance and their effectiveness for the heads of departments.
- B- The head of the department and the subcommittee for academic advising in the department develop a plan for academic advising in the department, and it is submitted to the department council for approval.

The Academic Advisor's tasks:

- 1- To be familiar with the academic regulations of the college, the department plan and its specializations.
- 2- To be familiar with the fields of work available for specialization.
- 3- To strive to educate him/herself in the field of academic advising to achieve the desired results for the student.
- 4- Each member follows his students whose names appear on his/her page on the academic portal.
- 5- The academic advisor shows a special file (paper or electronic) for each student who is stumbling, or is expected to stumble from students under his/her guidance in order to facilitate the follow-up of the student's condition. Each academic advisor is given access to academic information for students, such as schedules and results for students of the department who guide them and follow them, and every advisor's name appears before the student's name in the academic portal.

- 6- Following up students during their studies, especially those who are defaulted or expected to falter due to academic reasons, especially after announcing the quarterly tests. Likewise, for students who are frequently absent from lectures (for whom a first alert or a second alert has been issued) or for whom the subjects' teacher notices some negative behaviors such as frequent sleep during the lectures, mental distraction or other.
- 7- Call the students who have those previous observations, consider the reasons, and try to solve them by appropriate methods. This is after coordination with the instructor of the course, and using members of the advising committee to help these troubled students, and draw up plans to get them out of stumbling.
- 8- If the academic advisor and the academic advising committee in the department are unable to solve the students' default problem, the matter will be referred to the head of the department, and the academic advisor will continue to follow the case with the students' affairs.
- 9- The academic advisor assists the student in analyzing his/her situation, and guides the student to the appropriate steps that the student must take to confront the problems he/she suffers before it effects on his/her academic situation, and when the academic advisor observe that the student's problem is related to psychological or social reason, he should rise the case to the head of the department.
- 10- The academic advisor explains to the student that meeting the psychological and social counselor will be completely confidential and does not mean that he/she is ill, this would spread reassurance in the student.
- 11- The academic advisor identifies the outstanding students in the department, and communicates with them in coordination with the head of the department and other members to urge them to continue to distinguish them, remove obstacles that might come their way, and suggest an appropriate mechanism to reward them ( Honoring them/ providing them with certificates of excellence/ putting their names and pictures on the official college website/ giving simple gifts)
- 12- Clarify the importance and role of the academic advisor to students, urge them in every way to benefit from the counseling services in the department, as well as students' advising in college, and the need to meet the academic advisor.

- 13- Continue to receive and follow-up cases that the academic advisors and the academic advising committee in the department were unable to address, and if the head of the department was able to deal with them, they would be forwarded to the Vice-Dean for admission and registration and the students' affairs.
- 14- Urging students to familiarize themselves with the regulations, know their rights and obligations, and the best ways to address any difficulties or problems they may encounter during their academic career in college.
- 15- Educating students about regulations and systems: One of the tasks of student advising is to educate students about the regulations in force in college, and make them available to students in various ways (put them on the college's official website/ posters inside the college / brochures / booklets) especially with regard to study plans, rights, duties and graduation requirements, and urging students to view them and act accordingly.

A- Rules and regulation items:

- 1- The student must attend lectures and scientific lessons and be deprived of entering the final test if his/her attendance rate is less than (75%) of the scientific or clinical lectures and lessons specified for each course during the semester.
- 2- Absence is calculated from the first day.
- 3- If the student is unable to attend the final exam for any of the semester materials for a compulsive excuse, the College Council may, in cases of extreme necessity, accept the student's excuse and allow him/her to be given an alternative test within in a period not exceeding the end of the next semester.
- 4- The student may have the option of not continuing to study a semester without being considered as failed if he/she makes an acceptable excuse with the authority determined by the college council in accordance with the articles of the regulations organized for these situations.
- 5- It is permissible to recover (55%) of the tuition fees if the request of not continuing the semester is submitted before the end of the fifth week of the semester, and the student is not entitled to a refund of the fees if the request came after that.

- 6- It is permissible to withdraw with an excuse from one or more courses in the semester, provided that the academic burden is not less than the minimum according to the rules approved by the college council.
- 7- The student is not entitled to refund fees or some of them for any course he/she withdraws from.
- 8- The dropped courses must not exceed two consecutive or three non-consecutive semesters.
- 9- The student may apply to postpone the study before the end of the first week of the semester for an excuse accepted by the dean.
- 10- A student may recover tuition fees if the postponement request is accepted according to the mechanism approved by the college.
- 11- If a regular student stops studying for a semester without requesting a postponement, his/her enrollment will be withdrawn from the college.
- 12- The student is not considered as dropping out of studies for the classes he/she attended/studied as a visitor at another university.
- 13- A student whose enrollment is withdrawn can apply for re-enrollment with his/her record number before dropping out, according to the regulations set by the college.
- 14- The student is considered a graduate if he/she fulfills the requirements for graduation according to the study plan set by the college, and the student's GPA (grade point average) should not fall below the 'Pass' grade.
- 15- The student is dismissed from the college in the following cases:
  - If the student receives three consecutive warnings that the GPA is less than (1.00 out of 4.00). The student is given a fourth opportunity according to the regulations set by the college.
  - If the student does not complete the graduation requirements within a maximum period of half of the period prescribed for graduation in addition to the duration of the program.
- 16- The first honors degree is granted to a student with a GPA of (3.75 out of 4.00) upon graduation, and a second honors degree is awarded to a student with a GPA higher than (3.25) to less than (3.75 out of 4.00) upon graduation, according to the conditions set out in the regulations.

17-The student has the right to request a re-correction of the final exam, as well as the right to file a grievance against a decision or an injustice signed, according to the articles of the grievance and disciplinary regulations.

#### B-University student rights:

- 1- The student's right to good treatment, and full equality with other students in rights and duties. The student has the right to claim his/her rights on the university campus documenting the texts of the regulations in force at the university.
- 2- The student's right to be provided with the appropriate academic environment to achieve assimilation and study easily by providing all educational capabilities available to serve this goal.
- 3- The student's right to obtain the largest amount of material, and the knowledge associated with the subjects the student studies, whether through systematic lessons, extracurricular activities, or while the student is in college, in accordance with the provisions and regulations governing the academic work in the college.
- 4- The student's right to obtain study plans in the college or department and the specializations available to him/her, as well as reviewing the schedules before starting the semester, and conducting his/her registration in the courses provided by the system, and the registration rules taking into account the order of priorities in the registration according to fair controls when it is not possible to achieve the wishes of all students in registering a course/subject.
- 5- The student's right to delete a course or add another one, or to not continue or postpone the entire semester, according to the rules of registration in colleges, according to the regulations organizing this.
- 6- The student's right to adhere to the university's faculty members with the dates and times of lectures approved in the academic schedule, and to fulfill scientific and laboratory hours for them.
- 7- The student's right to inquire of his instructor on the university campus, whether during lectures or during the office hours announced to meet the students or through the official e-mail of the university, and discuss the appropriate scientific discussion,

and request more clarification and of what the student did not know of science and knowledge, without supervision or punishment if the student did not violate the approved regulations and general morals.

- 8- The student has all the rights stipulated in the list of studies and tests for the undergraduate stage, and the student disciplinary list, including grievance against disciplinary decisions, re-correction, grievance against a course assessment and other rights.
- 9- The student's right to know the dates of the tests at least one week before they are held (with the exception of pop-quizzes and worksheets)
- 10- The student's right to have exam questions in the course and its content, and issues raised or referred to during the lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's capabilities.
- 11- The student's right to perform all the tests that are held for the course unless there is a systematic barrier preventing the student from taking them according to the instructions and regulations for that, providing that the student is informed of his/her deprivation through the official channels of the university (the student's account on the academic portal) with sufficient time.
- 12- The student's right to obtain feedback on his/her performance in the quarterly tests.
- 13- The student's right to know the results obtained in the monthly, quarterly and final exams that were performed after completing their correction and approval.
- 14- The student has the right to review the correction of his/her answer sheet in the final exam as determined by the regulations, decisions and controls issued by the college in organizing that.
- 15- The student has the right to his file contents inside the college campus orderly in a safe place, and not to hand over any of the contents of the file except to the student himself or to entrust him officially, or who authorizes him to do so by the investigating authorities or the judiciary, or another government agency, as well as not to publish any of these contents unless this publication is the result of the decision of a disciplinary punishment against the student.

- 16- The student has the right to participate in scientific organizations, contribute to its formation and work within its activities in accordance with the regulations organizing this.
- 17- The student's right to benefit from the educational services, facilities and means available at the university like laboratories, the library, as well as various educational activities and programs. The student may participate in extracurricular activities carried out at the university that aims to increase the student's experience and develop his/her creativity and expand the scientific and professional awareness, in accordance with the university's applicable laws and regulations.
- 18- The student has the right to participate in sports, cultural or social activities that the university establishes or participates in.
- 19- The student's right to benefit from the psychological and social assistance and care provided by the university to help the student solve his/her problems that hinder him/her from educational achievement through student, academic and social counseling, and to participate in the activities established there according to the university's regulations and instructions.
- 20- The student has the right to participate in programs, internal and external trips, cultural activities, as well as participate in community service activities and volunteer work that the university establishes or participates in.
- 21- The right of a student with special needs to obtain a service appropriate to his/her needs in accordance with the applicable regulations and rules.
- 22- The student has the right to demand good treatment, be given the opportunity to express him/her opinion, present any project or issue for discussion, and respond to his/her inquiries at an appropriate time for that.
- 23- The student's right to provide the necessary conditions –within the capabilities of the university- to highlight the talents of the students in all scientific, cultural and technical fields.
- 24- The student's right to freedom of expression and discussion of scientific and educational issues within the framework of the university's regulations, rules and established norms in society.

- 25- The student's right to be able to defend him/herself in front of the investigation authority – at the university – in any disciplinary case brought against the student, and not to issue a sentence against the student only after hearing his/her statement, unless his/her presence was not proven after he/she was summoned for the second time according to what is stipulated in the student disciplinary regulations.
- 26- The student's right to complain about any matter that harms him/her in his/her relationship with the members of the teaching staff, or department or any of the university units, and to submit the complaint or grievance in accordance with the rules and instructions regulating this matter, and to enable the student to know the outcome of the complaint by the authority responsible for it.
- 27- The student has the right to file a grievance against the disciplinary decision issued against him/her in accordance with the regulations governing this matter.
- 28- The student's right to obtain the documents granted by the university, including granting him/her a degree when deserved and after completing the requirements for graduation from the university, in accordance with the regulations governing that situation.
- 29- The student's right to obtain an official receipt voucher for all that he/she pays for the university treasury, and the student has the right to recover what he/she pays as a refundable insurance, in accordance with the regulations and rules.

#### C-University student obligations:

- 1- Student's adherence to the rules and ethics of Islam, adherence to general rules and morals, customs, traditions and values of society that are observed and derived from the Islamic religion.
- 2- The student's commitment not to say or do anything that contradicts the Islamic religion, honor, dignity or medical biography and good behavior, or violates the reputation of the university whether inside or outside it. Respect for all university employees, including faculty members, students, employees, workers, and other employees of companies contracting with the university, as well as visiting guests, and not to offend them with words, actions, or any other form.

- 3- The student's commitment to the university's systems, regulations and controls. Also, commitment to all the rules, guidelines, advertisements, and academic and scientific norms, and not to circumvent or violate them, or to provide any false documents to obtain any right or advantage contrary to the provisions of the relevant regulations.
- 4- The student's commitment to pursue and work according to what is stated in the university's regulations such as the list of studies and tests for the university stage, the disciplinary regulations for students, and the document on the rights and obligations of the university student.
- 5- The commitment of the student to attend to study, work hard, attend all theoretical, practical lectures. The student must not be absent except with an acceptable excuse in accordance with the regulations, and to carry out all academic requirements in light of the rules and dates approved in the academic calendar of the university.
- 6- The commitment of the student to pay the financial sums due to him/her, whether they are tuition fees, student services, fines, etc. This is before the start of the semester, so that it does not prevent the student from enrolling and starting studying from the beginning of the semester.
- 7- The commitment of the student to review the academic schedule for each semester through the academic portal, and to ensure that there are no mistakes in registering for the academic courses, and in the event of errors in the schedule, the student should quickly contact the registration coordinator in the department.
- 8- The commitment of the student not to cheat or participate in it when preparing and presenting home-works, researches and academic requirements of the subjects. The student also must not attribute any other's work to him/herself, or resort to any unlawful means in preparing such researches, home-works and other curricular requirements.
- 9- The commitment of the student not to cheat, initiate or participate in it, or help in committing cheating in any way during or outside the performance of the test.
- 10- The commitment of the student not to impersonate any person, or to bring any study materials or devices that are prohibited to the test room or the laboratory, in accordance with the university's regulations and instructions.

- 11- Be calm and abide by the instructions given by the responsible person inside the test room, and not to violate that.
- 12- The student's commitment not to provide any forged documents and knowing that this will expose him/her to punishment according to the grievance and disciplinary regulations.
- 13- The student's commitment to preserve college's facilities and properties, university equipment, materials, and books. Also, to ensure their proper use and return what was borrowed at the specified time without any damage.
- 14- The student's commitment to carry the university card throughout his/her presence at the university, and to present it to the teaching staff or employees when requested by them. Also, upon completion of any transaction for the student inside the university, and the student is prevented from taking the test if he/she does not submit the card to the person in charge inside the test room.
- 15- The student's commitment not to disrupt or incite the study during lectures, or not to attend these lectures or activities that regulations require the students to attend.
- 16- The commitment of the student to the official/formal uniform to ensure proper respect throughout his/her stay at the university.
- 17- The commitment of the student not to organize any societies or groups within the university, or to participate in them without prior formal permission from the competent authorities of the university.
- 18- The student's commitment not to distribute flyers, to issue wall papers, or to publish and announce any of them on the university's campus. Also, the student must not collect money or signatures without prior official permission from the university's competent authorities.
- 19- The student's commitment not to try to incite, or to participate in demonstrations that violate the general system in the country.
- 20- The student's commitment to represent the university in the assignments assigned to him/her with a good representation that is appropriate for the university's academic standing.
- 21- The commitment of the student to view and read the announcements posted on the notice board inside the university building, or on the official university website, or

through the official email for the student, and it needs to be followed/checked on a daily basis. The student is committed not to invoke his/her ignorance of what is published through it.

22- The student's commitment during the field training to follow the regulations of the headquarters in which he/she trains in. Also, the student's commitment to the university's systems and to be the best representative of it.

الموضوع : نموذج إرشاد أكاديمي رقم (1) تحويل  
طالب من أستاذ المقرر إلى مرشده الأكاديمي

التاريخ:

Academic Advising Form(1)			نموذج إرشاد أكاديمي رقم (1)		
<b>Student Transfer From Course Instructor To The Academic Advisor</b> (Original copy shall be kept by the academic advisor)			<b>تحويل طالب من أستاذ المقرر إلى مرشده الأكاديمي</b> (الأصل يحفظ لدى المرشد الأكاديمي)		
1. The course instructor would complete his/her part, in the presence of the student, and that when there are remarks on the student (frequent absences, delay or getting less than 60% in exams). A copy of this form to be kept with the course instructor 2. The student then is required to meet his/her assigned academic advisor mentioned in student's academic portal. 3. The academic advisor would interview the student and write his/her opinion after guiding him/her academically, and recording that according to form No. (2) Academic Advisor- Student Meeting Minutes. 4. The academic advisor has to transfer any student who is not responding to the advising or needing psychological or social counseling to the head of the department. According to form No. (3)			1. يقوم أستاذ المقرر بتعبئة الجزء الخاص به، بحضور الطالب، وذلك عند وجود ملاحظات على الطالب (كثرة التغيب أو التأخر أو حصوله على أقل من 60 % في الامتحانات). ويحتفظ استاذ المقرر بنسخة منه. 2. يكلف الطالب بمراجعة مرشده الاكاديمي الموضح في صفحة الطالب على البوابة الاكاديمية . 3. يقوم المرشد الأكاديمي بإبداء رأيه حول مستوى الطالب ومقابلة الطالب وإرشاده أكاديمياً، وتسجيله في قوائم من تم إرشادهم أكاديمياً. حسب النموذج رقم (2) محضر اجتماع مرشد اكاديمي بطالب. 4. يقوم المرشد الأكاديمي بإحالة أي طالب لم يستجب للإرشاد او يحتاج الى إرشاد نفسي أو اجتماعي إلى رئيس القسم. حسب النموذج رقم (3) .		
رقم الجوال Mobile	التاريخ Date	المعدل التراكمي GPA	الكلية / التخصص Major	اسم الطالب / ة Student's Name	الرقم الجامعي Student ID
درجة الاختبار الفصلي Midterm Mark	نسبة الغياب Absence%	الفصل الدراسي Semester	اسم أستاذ المقرر Instructor's Name	اسم المقرر Course Name	رمز المقرر Course Code
					مرئيات أستاذ المقرر Instructor View
					رأي الطالب Student's View
					مرئيات المرشد الأكاديمي Academic Advisor View

القسم/ الكلية

التاريخ

التوقيع

اسم المرشد الأكاديمي

الموضوع : نموذج إرشاد أكاديمي رقم (2) محضر اجتماع مرشد أكاديمي بالطالب	 <b>جامعة المعرفة</b> <b>UNIVERSITY of ALMAAREFA</b>
التاريخ:	

Academic Advising Form(2)			نموذج إرشاد أكاديمي رقم (2)		
Academic Advisor meeting with student			محضر اجتماع مرشد أكاديمي بالطالب		
البريد الإلكتروني Email	رقم الجوال Mobile	المعدل التراكمي GPA	الكلية / التخصص Major	اسم الطالب / ة Student's Name	الرقم الجامعي Student ID
الى To	من From	مدة الاجتماع Period	وقت الاجتماع Time	مكان الاجتماع Meeting Place	تاريخ الاجتماع Meeting Date
<b>Goal of the meeting (multiple goals could be chosen)</b>			√	<b>الهدف من الاجتماع (يمكن اختيار اكثر من هدف):</b>	
1. To discuss the student's academic plan or make any changes on it.				1. مناقشة الخطة الاكاديمية او جدول الطالب الدراسي او عمل تغييرات عليهما.	
2. To discuss any course addition, deletion, or withdraw. And to make sure of its compliance				2. مناقشة إضافة مقرر او حذفه او الانسحاب منه و التأكد من نظاميته	
3. To discuss any term postponement, or withdraw. And to make sure of its compliance				3. مناقشة التأجيل او الاعتذار عن فصل دراسي و التأكد من نظاميته.	
4. To discuss carrier path of the expected graduate. In addition, to make sure of the completion of graduation requirements.				4. دراسة الخيارات الوظيفية المتاحة امام الطالب المتوقع تخرجه و التأكد من اكماله لمتطلبات التخرج.	
5. To discuss absenteeism, delays, and lack of discipline.				5. الغياب و التأخر و عدم الانضباط.	
6. To discuss academic difficulties and warnings.				6. التعثر الدراسي و الإنذارات.	
7. To discuss change of major, college, or transfer from/ to other university				7. تغيير التخصص او الجامعه او التحويل من/ الى جامعة أخرى.	
8. Another goal.				8. أهداف أخرى.	
Results				النتائج التي تم الاتفاق عليها	
Academic advisor signature توقيع المرشد الأكاديمي			Student's signature توقيع الطالب		

الموضوع : نموذج إرشاد أكاديمي رقم (3) تحويل حالة طالب من المرشد الأكاديمي الى رئيس القسم	 <b>جامعة المعرفة</b> <b>UNIVERSITY of ALMAAREFA</b>
التاريخ:	

<b>Academic Advising Form(3)</b>			<b>نموذج إرشاد أكاديمي رقم (3)</b>		
<b>Transfer of a student's case from academic advisor to the head of the department.</b> (Original copy shall be kept by the academic advisor)			<b>تحويل حالة طالب من المرشد الأكاديمي الى رئيس القسم</b> (الأصل يحفظ لدى المرشد الأكاديمي)		
The Academic advisor has to complete this form to transfer a student's case to the head of the department when the student is not responding to the advising or when the problem is not academic			يقوم المرشد الأكاديمي بتعبئة هذا النموذج لتحويل حالة الطالب الى رئيس القسم عند عدم استجابة الطالب للإرشاد او عند وجود سبب غير أكاديمي للمشكلة.		
البريد الإلكتروني Email	رقم الجوال Mobile	المعدل التراكمي GPA	الكلية / التخصص Major	اسم الطالب / ة Student's Name	الرقم الجامعي Student ID
<b>Case description and action taken by the academic advisor:</b>			<b>وصف الحالة والإجراء الذي اتخذته المرشد الأكاديمي:</b>		
<b>Name of academic advisor:</b>			<b>اسم المرشد الأكاديمي:</b>		
<b>Department/ College:</b>			<b>القسم/ الكلية:</b>		
<b>Signature:</b>			<b>التوقيع:</b>		
<b>Date:</b>			<b>التاريخ:</b>		
<b>Head of the department comments:</b>			<b>توجيهات رئيس القسم:</b>		
<b>Name of Head of the department:</b>			<b>اسم رئيس القسم:</b>		
<b>Signature:</b>			<b>التوقيع:</b>		
<b>Date:</b>			<b>التاريخ:</b>		

الموضوع : نموذج إرشاد أكاديمي رقم (4) تحويل حالة طالب من رئيس القسم إلى رئيس قسم الإرشاد الطلابي بالجامعة	 <b>جامعة المعرفة</b> <b>UNIVERSITY of ALMAAREFA</b>
التاريخ:	

Academic Advising Form(4)			نموذج إرشاد أكاديمي رقم (4)		
<b>Transfer of a student's case from the head of the department to the head of the students advising department.</b> (Original copy shall be kept by the academic advisor)			تحويل حالة طالب من رئيس القسم إلى رئيس قسم الإرشاد الطلابي بالجامعة (الأصل يحفظ لدى المرشد الأكاديمي)		
The head of the department has to complete this form to transfer a student's case to the head of the students advising department when the problem is not academic.			يقوم رئيس القسم بتعبئة هذا النموذج لتحويل حالة الطالب الى قسم الإرشاد الطلابي عند وجود سبب غير أكاديمي للمشكلة		
البريد الإلكتروني Email	رقم الجوال Mobile	المعدل التراكمي GPA	الكلية / التخصص Major	اسم الطالب / ة Student's Name	الرقم الجامعي Student ID
<b>Case description:</b>			✓	نوع الحالة:	
Social / psychological				اجتماعية/ نفسية	
Financial				مالية	
Health				صحية	
<b>Else</b>				أخرى	
<b>Name of the head of the department:</b>			اسم رئيس القسم:		
<b>Department/ College:</b>			القسم/ الكلية:		
<b>Signature:</b>			التوقيع:		
<b>Date:</b>			التاريخ:		
<b>Head of the student advising department comments:</b>			ملاحظات رئيس قسم الإرشاد الطلابي:		
<b>Name of Head of the student advising department:</b>			اسم رئيس قسم الإرشاد الطلابي		
<b>Signature:</b>			التوقيع:		
<b>Date:</b>			التاريخ:		

الموضوع : نموذج إرشاد أكاديمي رقم (5) تحويل حالة طالب من المرشد الطلابي الى رئيس القسم	 <b>جامعة المعرفة</b> <b>UNIVERSITY of ALMAAREFA</b>
التاريخ:	

Academic Advising Form(5)			نموذج إرشاد أكاديمي رقم (5)		
<b>Transfer of a student's case from the student advisor to the head of the department</b> (Original copy shall be kept by the academic advisor)			<b>تحويل حالة طالب من المرشد الطلابي إلى رئيس القسم</b> (الأصل يحفظ لدى المرشد الأكاديمي)		
The student advisor has to complete this form to transfer a student's case to the head of the department when the problem is academic.			يقوم المرشد الطلابي بتعبئة هذا النموذج لتحويل حالة الطالب الى رئيس القسم عند وجود سبب أكاديمي للمشكلة.		
البريد الإلكتروني Email	رقم الجوال Mobile	المعدل التراكمي GPA	الكلية / التخصص Major	اسم الطالب / ة Student's Name	الرقم الجامعي Student ID
Case description and action taken by the student advisor:			وصف الحالة و الإجراءات الذي اتخذه المرشد الطلابي :		
Name of student advisor:			اسم المرشد الطلابي:		
Signature:			التوقيع:		
Date:			التاريخ:		
Head of the department comments:			ملاحظات رئيس القسم:		
Name of the head of the department:			اسم رئيس القسم:		
Signature:			التوقيع:		
Date:			التاريخ :		