



Civil Engineering Department
College of Engineering



Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

Guidance and Advising Services Manual

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems



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1 Introduction

Academic advising service is an assistant educational system, whereby faculty members introduce the students to the university, college, and department systems and inform them by their roles, responsibilities and rights. Academic advising and counseling service provides guidance and support for students to overcome any academic problems or personal difficulties that may hamper student's academic progress, as well as develops the students' capacities and potentials, that enhances their academic performance.

Academic advising services are basic steps that guarantee collaborative relationship between faculty members and students. The intent of this collaboration is to facilitate learning by providing opportunities for students to achieve their goals and uphold the academic standards of the program. Given the importance of advising, students are assigned to an academic advisor upon admission to the program throughout the study period. The ratio between the advisors and the students are one faculty member for about 15 to 20 students. Academic advising committee members also assess the student who has psychological, social or personal problems and refer them to specialized faculty members to get the required support and guidance in full confidentiality.

2 Academic Advising Terminology

Academic advisor: It means the faculty member and the like who are charged with supervising, directing and following up on the student during his studies at the university.

Study Plan: It is a set of compulsories, elective, and free courses, whose units constitute the graduation requirements that the student must successfully pass in order to obtain the degree of the specified specialization. For preparatory year students, it is the set of courses that must be successfully passed for assignment to one of the targeted colleges after the preparatory year program.

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Study load: The total number of academic units that a student is allowed to register in a semester, and the upper and lower limits of the study load are determined according to the university's executive rules.

Overall rating: A description of the student's level of educational attainment during his/her study at the university.

Cumulative average: It is the result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units prescribed for those courses.

Semester average: It is the result of dividing the total points obtained by the student by the total units assessed for all the courses he studied in any semester. Points are calculated by multiplying the unit assessed by the weight of the grade obtained by the student in each course he studied.

Registration Folding: It means the termination of the student's relationship with the university, whether through dismissal, withdrawal, or interruption.

Minimum course load: It is the minimum number of units of study that the student registers during the academic level.

Withdrawal for the study: It means that the student does not continue studying for the academic year or semester in which he registered with an acceptable excuse while counting the withdrawal period within the regular period of graduation.

Academic warning: The notice given to the student because his cumulative average is below the minimum set forth in these regulations.

Academic Advising: It is the counseling activity carried out by a faculty member in order to assist students academically, and this includes all the various academic advising work directly related to undergraduate students.

Annual Academic Advising Plan: It is the work plan that clarifies the general academic guidance objectives throughout the academic year and is presented at the beginning of the year through a

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meeting of the members of the Academic Advising Unit. It includes the semester plan (first semester, second semester, summer semester), and links the objectives of the semester plans directly to the annual plan.

3 Mission of Academic Advising

The mission of the academic advising committee is to provide advising services to students in all academic, knowledge, and professional aspects, as well as to overcome the difficulties that students face in order to prevent the disruption of their academic career.

4 Vision of Academic Advising

The academic advising committee of the Department aspires to be an excellent and pioneering committee in the introduction and development of academic advisory services in order to develop students' capacities and potentials, which enhances their academic performance.

5 Objectives of Academic Advising

Academic advising aims to:

1. Support and assist students who have academic or personal concern which hinder their academic success.
2. Introducing students to the university life, the study rules and regulations, and the services provided to them by the university.
3. Inform students about the necessary rules and regulations concerning nursing program.
4. Follow up students' progress throughout their academic years.
5. Establish harmony between the new students and educational environment to achieve social adaptation and sound relationships with others.
6. Helping students to solve problems and obstacles that directly affect their academic achievement.
7. Helping students to get acquainted with the scientific disciplines that suit their intellectual and intellectual abilities in a way that guarantees them the best ways to plan for the future.

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8. Encouraging outstanding students to continue and to make good use of the methods provided by the university to help them in academic achievement.
9. Improve quality of guidance and counseling services provided to students in accordance with good practices developed by the National Organization for Academic Evaluation and Accreditation.

6 Role of the Academic Advising committee

The goal of academic advising committee is to connect faculty members with students through following-up, guidance and observation of students academically. This process can be achieved through:

1. Welcoming the new students in their first week of the academic year, and notifying them of the university, college, and the department systems.
2. Distributing the students over the faculty members in the department.
3. Maximize student awareness of the concept and importance of academic advisors.
4. Ensure that office hours of academic advisors announced and posted and that all students have access to their academic advisors at regular times throughout the academic year
5. Prepare and distribute informational advising materials to the students regarding registration procedures, graduation requirements and study skills
6. Provide individual and/or group counseling and advising for students having educational, social or personal difficulties
7. General supervising of academic advisors and following up what are raised to him from student cases.
8. Resolving the cases that are raised to him from academic advisors or raising them to the head of the department.
9. Follow up students' progress throughout their academic years.
10. Organizing events and meetings with students at various levels related to academic advising.

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7 Responsibilities of the Academic Advisors

1. Introduce students to the Engineering College's and Shaqa University's rules and regulations.
2. Assist students with course selection and registration in collaboration with the Registrar's office.
3. Providing students with accessible advising services by scheduling and maintaining regular office hours throughout the semester
4. Select and recognize talented students and continuously encourage and honor them at the department level in order to maintain excellence.
5. Assist students in overcoming difficulties that may prevent them from completing their educational plan.
6. Provide supportive academic advising by recognizing personal, social, and educational difficulties and responding to the various students' needs.
7. Follow up with students, monitor their academic progress, and offer mentoring programs as needed.
8. Inform students about courses, prerequisites, tests, registration, course changes, and so on.
9. Encourage and assist students who are struggling academically. Assist them in time management, improve their study skills, and make recommendations to the responsible course coordinator.
10. Make a separate space where students can freely express their ideas, aspirations, and interests.

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8 The Roles of Students in Advising

Guidance and advising are valuable tools, but students are ultimately responsible for their success.

The following are the roles of students in counseling and advising:

1. Identifies the academic advisor's office hours.
2. Schedules a meeting with an academic advisor
3. Keeps academic advisor appointments as scheduled.
4. For academic or nonacademic advice, contact the academic advisor.
5. Discusses with their advisor important information that affects their academic performance.
6. Provides the academic advisor true and accurate information.
7. Reviews the student perspective guide, which clarifies departmental rules and regulations as well as study requirements.
8. Follows through on advisor recommendations and suggestions.
9. Express your concern about anything that might interfere with your ability to do your best, clearly and honestly.
10. Be responsible for achieving all academic requirements and achievements.

9 Academic Advisor's Procedures

Each student's academic advisor keeps an updated folder with all documents and information, particularly the following:

1. The current semester's schedule for students
2. A list of the student's courses and grades.
3. Transcripts from previous semesters are used to evaluate students' performance and level of achievement.

All of the above documents are available on the Edugate page of each academic advisor under communication, academic advising, and scope description (Drop).

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10 Elements of Academic Advising

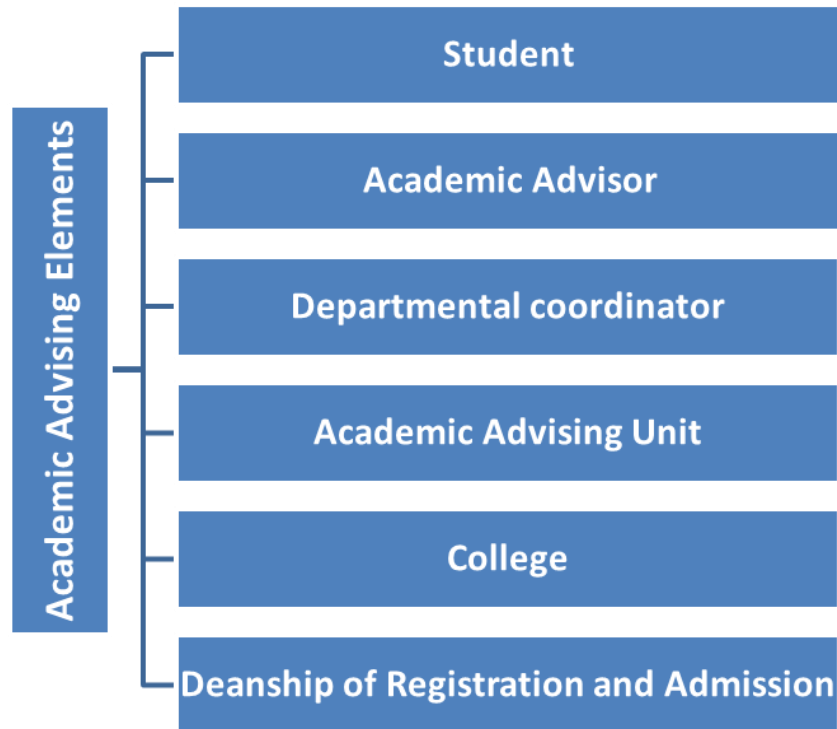


Figure 1: Elements of Academic Advising

The Deanship of Registration and Admission is based on providing advanced electronic systems and qualified human cadres to provide academic guidance in its new framework, which relies on accuracy, speed, and documentation of processes according to approved procedures and standards that achieve its desired goals, while also taking into account the policy of continuous review and evaluation of all procedures and work to develop them. The Deanship is also constantly providing direct support and specialized workshops to those in charge of academic advising to help them become acquainted with the available rules, regulations, and electronic services that will help them carry out their role with efficiency, knowledge, and ease.

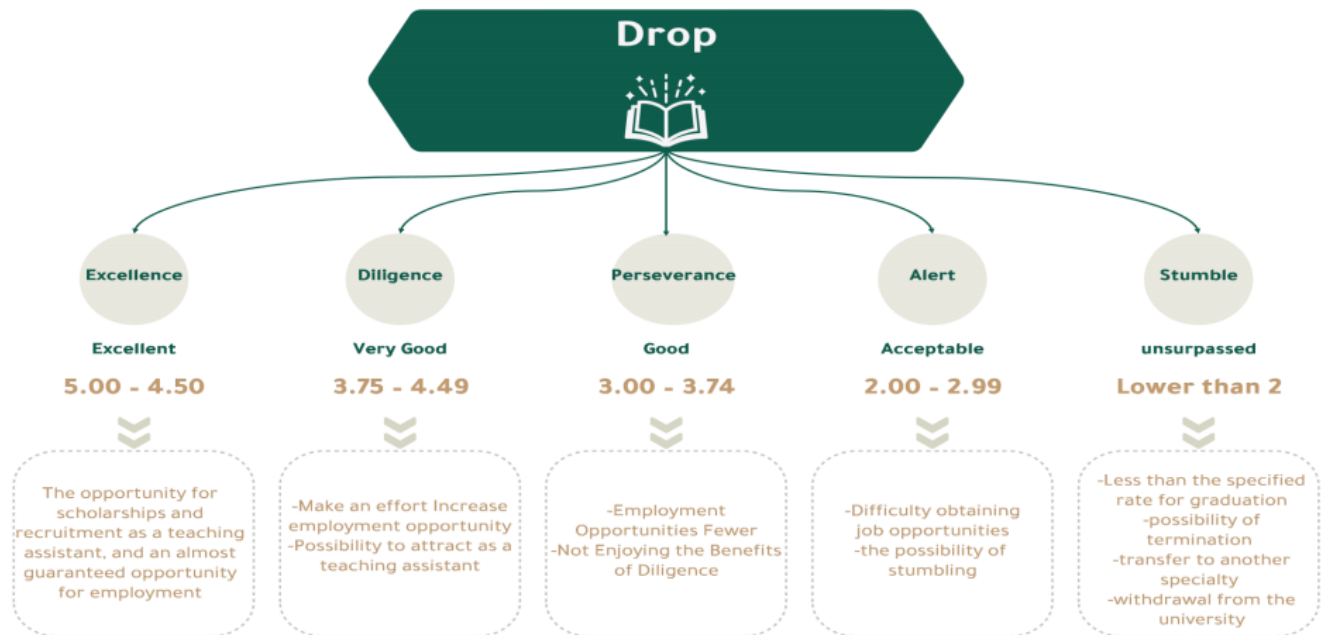
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11 Scope description (Drop/Lanes)

Lanes are indicative classes of cumulative averages, created by categorizing students based on their cumulative grades (Excellence, Diligence, Perseverance, Alert, and Stumble), which motivates them to make an effort to move from one category to another, encouraging and motivating them to exert more effort for achievement, excellence, and creativity, and thus achieving the goal of improving performance and excellence in educational outputs. Drop/Lanes' objectives are as follows:

1. Identifying each student's category and demonstrating the connotations of the category as well as what is expected of the student.
2. Show the academic advisor the student's category (Excellence, Diligence, Perseverance, Alert, and Stumble).
3. A report on the student's condition and a plan to improve his performance.
4. Adopting electronic software, with a mechanism for communicating with the student, the college, and the advisor as its foundation.



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Communication screens

1. The mentor communicates with his students.
2. Communication of the student with a mentor.
3. The counselor communicates with the admission and registration coordinator.

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Instructor Name	:		Faculty	:	College of Engineering in Al-Dawadmi
Instructor No	:		Major	:	

Communication

Student No.

Student Name :

Edugate messages

Subject *

Content *

Services

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12 Forms of Academic Advising

There are twelve forms of academic advising:

1. Student's Information Form
2. Student's Academic Advising Information Form (including: Adding or Dropping a Course, Course Withdrawal, Semester Withdrawal, Academic Advising Session)
3. Individual Academic Advising Form
4. Group Academic Advising Form
5. Rehabilitation of Students with Academic Retardation Form
6. Evaluation of Student's Behavior and Academic Performance Form
7. A Warning to a Student who is Absent or Low GPA Form
8. Survey of Students' Opinion of the Academic Advising Services Form
9. Meeting Report with the Academic Advisor (Case Study) Form
10. A pledge and Commitment Form
11. Survey and Follow-up Stumbling Students Form
12. Student Academic Advising Summary Form

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Form ID نموذج رقم COEAA001	نموذج بيانات طالب/ة Student's Information Form	
Day		اليوم
Date		التاريخ
بيانات الطالب Student's Information		
Name in Arabic		الاسم باللغة العربية
Name in English		الاسم باللغة الانجليزية
University ID		الرقم الطلابي
Department		القسم
Level		المستوى الدراسي
First-year of joining the university		سنة الالتحاق بالجامعة
Mobile No.		رقم الجوال
Email Address		البريد الالكتروني
Home Address		عنوان السكن
	التوقيع Signature	

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Form ID نموذج رقم COEAA002	نموذج بيانات إرشاد أكاديمي لطالب		
Student's Academic Advising Information Form			
البيانات الشخصية Personal Information			
Name			الاسم
Student ID			الرقم الطلابي
Major			التخصص
Home Address			عنوان السكن
Email Address			البريد الإلكتروني
Academic Year			العام الجامعي
Enrolled Hours			عدد الساعات المسجلة
Completed Hours			عدد الساعات المجتازة
Remaining Hours			عدد الساعات المتبقية
Cumulative GPA			المعدل التراكمي
موضوع اللقاء Purpose of the Meeting			
1	Adding or Dropping a Course	()	حذف أو إضافة مقرر ¹
2	Course Withdrawal	()	اعتذار عن مقرر دراسي ²
3	Semester Withdrawal	()	اعتذار عن فصل دراسي ³
4	Academic Advising Session	()	جلسة إرشادية ⁴
التقييم المبدئي للقاء Meeting Preliminary Assessment			
Meeting Date			تاريخ اللقاء
Academic Advisor Name			أسم المرشد الأكاديمي

- (1) إرفاق نموذج تسجيل
(2) يتم التقديم الإلكتروني من خلال بوابة الطالب
(3) يتم التقديم الإلكتروني من خلال بوابة الطالب
(4) التقيد بالنموذج رقم (3)

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Form ID نموذج رقم COEAA003	نموذج إرشاد أكاديمي فردي Individual Academic Advising Form
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تسلم صورة من تلك الإستمارات لمشرف وحدة الإرشاد الأكاديمي بالكلية قبل إنعقاد إختبارات كل فصل دراسي		
A copy of these forms shall be submitted to the supervisor of the academic advising unit at the college prior to the exams of each semester.		
Academic Advisor Name		أسم المرشد الأكاديمي
College		الكلية
Department		القسم
Academic Year		العام الجامعي
Semester		الفصل الدراسي
No. of Students		عدد طلاب المجموعة الإرشادية
بيانات الطالب Student's Information		
Name		الاسم
University ID		الرقم الطلابي
Major		التخصص
Level		المستوى الدراسي
Cumulative GPA		المعدل التراكمي
موضوع اللقاء Purpose of the Meeting		
نتائج اللقاء Results of the Meeting		
Date		التاريخ
Student's Signature		توقيع الطالب/ة

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Form ID نموذج رقم COEAA004	نموذج إرشاد أكاديمي جماعي Group Academic Advising Form
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تسلم صورة من تلك الإستمارات لمشرف وحدة الإرشاد الأكاديمي بالكلية قبل إنعقاد إختبارات كل فصل دراسي		
A copy of these forms shall be submitted to the supervisor of the academic advising unit at the college prior to the exams of each semester.		
Academic Advisor Name		أسم المرشد الأكاديمي
Department		القسم
Academic Year		العام الجامعي
Semester		الفصل الدراسي
No. of Students		عدد طلاب المجموعة الإرشادية
Total Meetings So Far		عدد اللقاءات الإرشادية الجماعية التي نفذت خلال الفصل الدراسي
Day		اليوم
Date		التاريخ
موضوع اللقاء الإرشادي Academic Advising Subject		
توصية المرشد الأكاديمي Academic Advisor's Recommendation		

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Form ID نموذج رقم COEAA005	نموذج تقويم الطلاب المتعثرين دراسياً Rehabilitation of Students with Academic Retardation Form	
بيانات الطالب Student's Information		
Name	الأسم	
Student ID	الرقم الطلابي	
Major	التخصص	
Academic Year	العام الجامعي	
Cumulative GPA	المعدل التراكمي	
أسباب التعثر الدراسي Retardation Reasons Academic		
إجراءات التخلص من أسباب التعثر الدراسي Procedures to Overcome the Academic Retardation		
توصية المرشد الأكاديمي Academic Advisor's Recommendation		
<p>1- لمتابعة سير الخطوات العلاجية بصورة صحيحة، نأمل من الطالب زيارتنا في يوم الموافق / / هـ</p> <p>1- To make sure the procedure of treating the academic retardation is followed correctly, we ask the student to visit us on</p> <p style="text-align: right;">-2</p> <p style="text-align: right;">-3</p>		
Date	التاريخ	
Student's Signature	توقيع الطالب/ة	

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Form ID
نموذج رقم
COEAA006

نموذج تقييم أداء الطالب/ الطالبة سلوكياً وأكاديمياً
Evaluation of Student's Behavior and Academic
Performance Form

بيانات الطالب Student's Information		
Name		الاسم
University ID		الرقم الطلابي
Major		التخصص
Academic Year		العام الجامعي
Cumulative GPA		المعدل التراكمي

تقييم المشرف الأكاديمي للطالب Evaluation of the Academic Advisor for his Student				
Academic Advisor Name			أسم المرشد الأكاديمي	
No.	Element of Evaluation	التقييم Evaluation	عناصر التقييم	م
1	Attendance of Students with the Academic Advisor		إنتظام حضور الطالب لدى المشرف الأكاديمي	1
2	Student behavior when communicating with the academic Advisor		سلوك الطالب عند التواصل مع المشرف الأكاديمي	2
3	Student Interest for the Academic Advising		إهتمام الطالب بالإشراف الأكاديمي	3
4	Mid-term Student's Marks		درجات الطالب/ الطالبة الفصلية	4
5	Student's Marks for Final Exam		درجات الطالب/ الطالبة النهائية	5
Total			المجموع	

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Form ID نموذج رقم COEAA007	نموذج إنذار الطالب/ة عند تغيبها/ أو انخفاض المعدل الدراسي A Warning to a Student who is Absent or Low GPA Form
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بيانات الطالب Student's Information		
Name		الاسم
University ID		الرقم الطلابي
Major		التخصص
Academic Year		العام الجامعي
Cumulative GPA		المعدل التراكمي

Academic Advisor Name		أسم المرشد الأكاديمي
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تفاصيل الإنذار Warning Details		
Instructor		أسم المحاضر
Level		المستوي الدراسي
Course Title and Code		أسم ورمز المقرر
Unexcused Absences	()	غياب بدون عذر
Excused Absences	()	غياب بعذر
Absent Warning	()	إنذار بسبب غياب
After Mid-term (1)	()	بعد إختبار أعمال السنة الأولى
After Mid-term (2)	()	بعد إختبار أعمال السنة الثانية
Low Academic Performance	()	إنذار بسبب تدنى المستوى الدراسي
Disciplinary Warning	()	إنذار تأديبي

المشرف على وكالة الكلية للشؤون التعليمية:

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Form ID نموذج رقم COEAA008	نموذج استبيان استطلاع آراء الطلاب في خدمات وحدة الإرشاد الأكاديمي Survey of Students' Opinion of the Academic Advising Services Form
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بيانات الطالب Student's Information		
Name		الاسم
University ID		الرقم الطلابي
Major		التخصص
Academic Year		العام الجامعي
Cumulative GPA		المعدل التراكمي

Academic Advisor Name		اسم المرشد الأكاديمي
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تفاصيل الاستبيان Survey Details								
No.	Sentence	أبداً Never	نادراً Rarely	أحياناً Sometimes	غالباً Frequently	دائماً Always	العبارة	م
1	There are clear announcements and guidelines in the section to help me get the right academic advising.						يوجد إعلانات وإرشادات واضحة في القسم لمساعدتي للحصول على الإرشاد الأكاديمي المناسب.	1
2	The academic advisor explains the link between the courses and details of the department's study plan.						يشرح لي المرشد الأكاديمي الصلة بين المقررات الدراسية وتفاصيل الخطة الدراسية للقسم.	2
3	The academic advisor helps me to record the hours that are compatible with my abilities and the university system.						يساعدني المرشد الأكاديمي في تسجيل الساعات الدراسية المتوافقة مع قدراتي والنظام الجامعي.	3
4	The academic advisor is available during office hours for student advising.						يتواجد المرشد الأكاديمي خلال الساعات المكتبية المخصصة للإرشاد الطلابي.	4

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5	I have a good relationship with the academic advisor.						تربطني علاقة حسنة بالمرشد الأكاديمي.	5	
6	The academic advisor is committed to directing and solving my problems.						المرشد الأكاديمي ملتزم بتوجيهي وحل مشكلاتي.	6	
7	The academic advisor follows my progress and provides advice and guidance during the semester.						المرشد الأكاديمي متابعاً لمدى تقدمي ويقدم لي النصح والتوجيه أثناء الفصل الدراسي.	7	
8	I found encouragement from my academic mentor to develop my thoughts and orientations in my field of specialization.						وجدت تشجيعاً من مرشدي الأكاديمي لتطوير أفكارتي وتوجهاتي في مجال تخصصي.	8	
9	The academic advisor helps me discuss my results in the previous semester's courses with the course teachers.						يساعدني المرشد الأكاديمي في مناقشة نتائجي في مقررات الفصل السابق مع مدرسي المقررات.	9	
10	I am generally satisfied with the level of academic advising service in the department						أشعر بالرضا بشكل عام عن مستوى خدمة الإرشاد الأكاديمي في القسم.	10	
11		إضافة مقترحات Add Suggestions							11

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Form ID نموذج رقم COEAA009	نموذج محضر مقابلة طالب/ة من المرشد الأكاديمي (دراسة حالة) Meeting Report with the Academic Advisor (Case Study) Form
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Meeting Date	تاريخ المقابلة			
بيانات الطالب Student's Information				
Name			الاسم	
University ID			الرقم الطلابي	
Major			التخصص	
Level			المستوى الدراسي	
Cumulative GPA			المعدل التراكمي	
موضوع اللقاء Purpose of the Meeting				
1	Low performance	()	ضعف الأداء	1
2	Grade of the courses	()	التقدير في المقررات	2
3	Adding or Dropping	()	حذف أو إضافة	3
4	Attendance and Absence	()	المواظبة والحضور	4
5	Others	()	أخرى	5
تقرير المرشد الأكاديمي بعد المقابلة Academic Advisor Report after the Meeting				
Academic Advisor Name			اسم المرشد الأكاديمي	
رأي وحدة الإرشاد الأكاديمي بالكلية College Academic Advising Unit Opinion				
التوقيع Signature	الاسم Name	اللجنة Committee		
		اسم عضو اللجنة		
		اسم عضو اللجنة		
		اسم عضو اللجنة		
		اسم رئيس اللجنة		

Mission: Providing an outstanding education and scientific research in line with advances in the field of civil engineering in order to prepare competitive engineering graduates capable of solving industry and community problems

Vision: Local and International Leadership in civil engineering education, innovative research, and knowledge dissemination.

Form ID نموذج رقم COEAA011	نموذج حصر ومتابعة الطلاب المتعثرين دراسياً Survey and Follow-up Stumbling Students Form
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Academic Advisor Name			أسم المرشد الأكاديمي		
Department			القسم		
No. of Students			طلاب الإرشاد		
الطلاب المتعثرين دراسياً Stumbling Students					
المستوي الدراسي Level	التخصص Major	الأسم Name	م		
			1		
			1		
			3		
			4		
			5		
			6		
أسباب التعثر الدراسي Academic Retardation Reasons					
الأساليب الإرشادية المستخدمة في علاج التعثر الدراسي Advising Methods Used to Overcome the Academic Retardation					
المعدل التراكمي للطالب/الطالبة في الفصل الدراسي التالي Cumulative GPA in the Next Semester					
رقم الجوال	توقيع الطالب/ة	المعدل التراكمي	اسم الطالب/ة	الرقم الجامعي	م
					1
					2
					3

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Form ID نموذج رقم COEAA012	نموذج ملخص الإرشاد الأكاديمي لطالب Student Academic Advising Summary Form
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بيانات الطالب Student's Information		
Name		الاسم
Student ID		الرقم الطلابي
Major		التخصص
Academic Year		العام الجامعي
Cumulative GPA		المعدل التراكمي
Remaining Hours		عدد الساعات المتبقية
Email Address		البريد الإلكتروني
Phone		التليفون

التوصيات Recommendations	نتيجة اللقاء الإرشادي Results of Advising Meeting	سبب اللقاء الإرشادي Results of Advising Meeting	التاريخ Date	م. No.
				1
				2
				3
				4
				5
				6
				7
				8

توقيع وكيل الكلية
Vice-dean

توقيع مشرف وحدة الإرشاد الأكاديمي
Academic Advising unit
coordinator

توقيع المرشد الأكاديمي
Academic advisor

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