

My ADVISING PROCEDURE

STEP 1:

Identify My list of advisees in the BBL. It will also be shared by email by the head of department to all faculty member.

STEP 2:

Send one email to introduce myself to my advisees. Share my email, work phone number and office hours. Encourage them to communicate.

STEP 3:

Categorize my students' academic status (probation 1, probation 2, good standing... etc.) and send BCC emails accordingly to this, to explain the status and motivate students to meet for academic planning and course registrations.

STEP 4:

Conduct (What If) analysis/ Calculate GPA in the BBL of each advisee to be able to guide them, and to refer students who are at risk (GPA is still less than 2 after 'WHAT IF ANALYSIS'.

STEP 5:

complete the online Career Counselor form for those who have less chances to show progress (as per GPA calculation results).

STEP 6:

Schedule a meeting for all my advisees and share by email to encourage them to attend and discuss their academic status. It is better to register for the coming courses (if possible)

STEP 7:

Send an email to students who did not attend the meeting and share their academic plan (in the BBL) as an evidence of advising.

STEP 8:

Complete a form for students who did not attend the meeting to inform the admin about them

STEP 9:

Complete the advising form of study plan for each advisee and share by email as well as make sure it is saved on their marks audit account.

STEP 10:

Send a final email before registration of the new courses starts to inform them to register and to communicate if they need help/ correct or to change any course

Note:

1. If students scored F in any course, they should be advised to repeat this course immediately (register again).
2. If students are in P2 and got a D in any course, they should repeat this course to enhance their GPA (Register again).
3. If students scored D in any course, but their academic status is acceptable (Above 2 GPA), no need to repeat this course again.
4. Students who registered for TP courses should enroll themselves in a GS course before 2pm because they will be in schools for their trainings.
5. In Education, students cannot register for semester 7 or 8 courses before all previous courses are fully done successfully.
6. IELTS 6 or EMSAT 1400 should be achieved. Otherwise, EDU 0303 is an equivalent course should be covered to enhance English skills before registration in