

Kingdom of Saudi Arabia
Ministry of Education
College of Science
Department of Mathematics





MANUSSIN





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المملكة العربية السعودية وزارة التعليم جامعة الجوف كلية العلوم رمزه (51/9/44) قسم الرياضيات

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Bachelor in Mathematics program

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Student Guidance and Advising Manual



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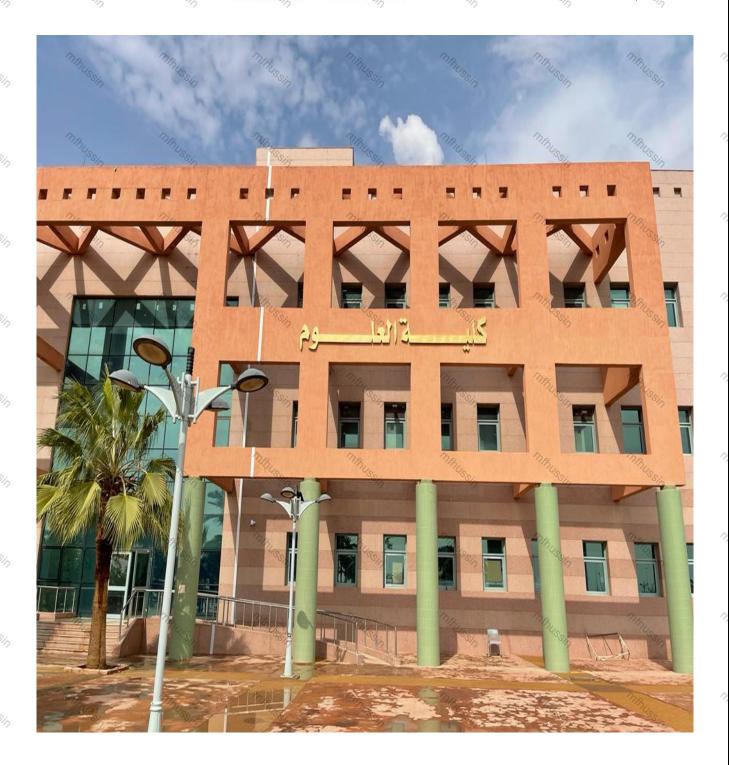








المملكة العربية السعودية وزارة التعليم جامعة الجوف كلية العلوم رمزه (51/9/44) قسم الرياضيات





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Ctudy Modal

Name:	MAUSSIA	nnussin	Study IVI	no	MANGSIA	MANUSSIA
Student ID:	7	Depar	tment:	7	Level:	*/
GPA:	ning	n _{Rhy} , Name	of the Acade	emic Guide:	MANUS	MAY
	stumble fron		f view of the	student: Pleas	se use additional	paper to show
MANUSSIN	MALSSIN	MANUSSIN	MAGSIN	n _{fhussin}	Mary Sin	n _{hussh}
n _{Russin}	MANGSIN	Ma _{USSIA}	MAGSIN	Magain	n _{hussin}	MAGSIA
n _{hussin}	n _{RUSSIN}	MANGSIN	MAGSIA	MASSIN	Massin	MA _{USSIA}
What action	ı you would i	like to take t	o resolve you	ur problem:	Magsin	n _{nussin}
n _{Russin}	MA _{USSIN}	MA _{USSIA}	MAGSIA	MASSIN	n _{hussin}	MALISSIA
MAUSSIN	Minussin	Ma _{lesin}	MALISSIA	MAGSIA	May Sin	MAISSIA

Signature of student:

Signature of the Academic Guide:

Signature of the Coordinator of Academic Counseling in the Scientific Department:

Signature of the Academic Counseling Officer / Coordinator:

Signature of the Administrator/ Academic Counseling Coordinator (in College):

Recommendations and Procedures:



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A detailed report on the advising services provided by the Academic advisor to his students by the end of each semester approved by the department chair

		Number and			Classification	n of students by	rate
SI	number of students	percentage of outstanding students	Number and percentage of defaulters	Re-	The number and percentage of studen increased their rate	ts perce student	umber and entage of is dropped eir rate
Si	NAUS	Sin 'NA	na _{lls}	in many sin	NA _{HUSSIN}	Control of the Contro	MAUSSIN
	Number	Number of	Number of	Number of	Number of	Number of	Number of
	of n	group n	case studies	students with	preventive	improvement	counseling
SI	individual	counseling	with	special needs	counseling	extension	sessions
	counseling sessions	sessions	academic advisor		sessions	meetings	
SI	MAILS	MAN	minuss	in Physics	MANUSSIN	MANUSSIN	Manussin
	Academic	College	Degree	Academic	Head/Department	Supervisor of .	Advising
	advisor			specialization	coordinator	unit	
	ng	ng	ng	38	ng.	ng	ng
SI	T _L S	Sin	in The	TUSSIN	TUSSII,	USSIN	TUSSIN

Signature of College Dean



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Form of Guidance hours The academic year 14../14..H

College Name	h	Unit Supervisor	à	₂ Ε-mail	<u>^</u>	Mobile number
E MAN	7/3/	* Ph.	113,	1131	113,	1131

	<i>?</i> ,	Timing of	Guidance H	lours man	,	Number of Guided	Department	Name of the Guide	م	4.
	Thursday	Wednesday	Tuesday	Monday	Sunday	students	"SSIA	(Faculty member)		
255	n. Sin	Thu _{ssin}	MANUSSIN	n _{fhussin}	,	Pinessin	May M	The This sin	2	1
	n,	Thu _{ssin}	M _{Brussin}	MANUSSIN	,	Ma _{USSIN}	na na	Thussin	3	4.
	n,	hussin	MAUSSIN	n _{fhussin}	,	Min _{USSIn}	- n _{thussin}	n _{thussin}	5 6	1
									7	

Signature of College Dean



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Form (1) Academic and student guidance form for a student

Personal data of the student:	MAIL MAIL MAIL
University ID:	Student Name:
Semester:	Department:
Number of hours passed:	University Year:
Number of hours remaining:	Number of hours recorded:
Quarterly rate () Cumulative rate ()	Number of warning (if any):
Other information: The	Has he been previously academically dismissed:
The topic of the guiding meeting between the acad	demic guide and the student:
Register for courses()	718 718 718
Deletion and addition for a course()	The state of the s
Apologies for a course()	
Apologies for a semester() h	MALLS MALLS
Re-enrolling()	58/n 58/n
Postponing and dropping out of study()	
Review of study plan()	Whitesia Whitesia Whitesia
Review the progress of the courses()	7
Review and evaluate the attendance()	75 75 75
Some of the Problems That Hinder Student Acade	emic Progress: The state of the
A Study Problem()	
A Social Problem () h	7181, 7181, 7181,
A Psychological Problem()	Sin Sin
A Family Problem()	
Other Problems()	MANUSO MANUSO
The recommendation of the academic and student guide	3
SignatureDate	റു The name of academic guide.



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Form (2) Individual indicative status form

The name of academic e-mail group	· ·	J		-		per of students	of the guida	ice man
Academic number	er:			Studen	t name:			
Quarterly rate) Cumulative	rate (h	ng,	Studen	t specializat	tion?	ng,	n _{B1}
The day and date	of the guiding	g meeting:	Ssin	300	f study:	SSIn	Sin	Sir
The theme of the gu	17/2	Marie Sin	7/6/15/17	77/f1/(Sa/I)	77 ₇₇₁₁₈ 577	77 ₁₇₁ 18,877	77 ₁₇₁₁₆₈₇₇	M _{HUSSI} ,
The results of the gu	iding meeting:	ng	n _{th}	m _h ,	MA	n _B	MA	n _h ,
88/r ₂) Sig	(8.87)	Sin	Sin	SSIA	SSin	SSIA	**S/j
Student signature: .	?6 _{7,} \$6,	É÷mail of	the student	Man _{USSID}	<u> </u>	······································	MANGSIN	MANUSSIA



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Deletion and Addition Model

Sin	Sin	Student's	s Name:	Sin	University I	D:	Sin .	Specialization:	Sin	Sin
	Number of un		ne student in the curr	ent table:	N	lumber of units re	egistered to the stud	ent after the deletion	and addition:	
	<i>h</i>	2	<i>^</i>	<i>a</i>	Addition	1		<i>^</i>	à	2
Issin	Number and cou	irse Thussin	The Course	es namé (Mussin	Thussin C	Section	Thussin	Number Number	er of units
						.30	J'			
	ng,	n _g	n _h	ng,	77.57.	Osy	n _{fh}	n _h	n _{En}	n _e
Sin	USSIN	Sin	USSIN	Sin	Ssin	Sin	SSIN	Sin	Sin	Sin
					C					
	m _h	n _h ,	77 ₁₈₁	m _m	Deletion	l ng	n _h	77 ₁₈₁	n _h	n _h ,
Sin	Number and cou code	irse Sin	Course	es name	Sin	SSIN	Section	SSIn	Numbe	er of units
						6				
Issin	MANGSIA	NA CASSIO	"NANGSIA	Nines Sin	MANUSSIA	"NANUSSIA	"Nihyssip	"NALUSSIA	"NA _{USSID}	"NANUSSIA
	•	·				·	·	·		
	n _{thu}	n _{thu}	n _{Bu}	n _{fh}	ne	n _{th}	n _{fh}	n _{fh}	n _{th}	n _{Bu}
J.O.	Z.C.	Signature of stud	dent:	200.	Z.C.	Signatu	ire of the academic	advisor to the studen	t that there is no co	onflict:

Signature of the Head / Supervisor of Department:

Signature of the Chairman of the Guidance Committee in the Department that there is no conflict:

Signature of the responsible of the guidance unit of college of science:



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Schedule of Advising Meetings

Department: Semester: Academic Year:

4.0-	20-	4.0-	3.0-	30
Meeting No.	Day	Time	Date	Hijri Date
1			KO	
2	MANUSSIN	mnussin .	Tr. Tr.	USSIN MINUS
3	20	20	2. 2.	2.
4 Thussin	Mussin	THE STA	Thussin	USSIN TOUS
5	2.00	2.	2. 2.	2-

Name of academic advisor:

Date:

Signature:

Follow-up of students who are not committed to the study plan



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The academic year:

semester:

Nr.	Department	Student Name	University number	Unregistered Course	Communication tools	A student's statement of non-compliance	The action taken
1	Phy. May	MA	n _{B1}	MAL	m _{fh} ,	Miles Mills	MAIL MAIL
2	Sin		Sin	Sin	Sin	Y Sin	Sin
3							
4	May Mayor	nan	MA	ning	C. Phys.	man man	man man
5	Sin		Sin	Sin	Sin	Sin	Sin
6				S.	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		

Signature of the student's academic advisor:

The signing of the Chairman of the Guidance Section

Signature of the Guidance Unit Officer

Model (5): inventory of outstanding, moderate, and defaulter students for each academic advisor

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Academic advising unit

College Dean

1745	Advisor	450.	⟨ _{S/2} A +	A ss	B+	Pus B	C+55	С	D+	D	U _S F	New	T - 1 - 1
No.	Name	Department	4.75-5	4.5-4.74	4.25- 4.49	3.75- 4.24	3.5-3.74	3-3.49	2.5- 2.99	2-2.49	Less 2	Students	Total
1,	N _P	1788 j.		n _{thussi}	77/	AUSSI.	CORPUSSION OF THE PROPERTY OF		MAUSSI	77/	AUSSI.	n _{fhlissi}	1
2.	")	7)	7)	,		c			7)		7)	7)	
3, name 1	NA	n _{th}		MANUS	77/	ELL'S CONTRACTOR OF THE PROPERTY OF THE PROPER	MALLS		nihusa	77/	SUS STATES	ninus	4
4.	3/17	⁰ / ₁ / ₂	9/1	9/17			3/17		3/17		<i>I</i> 17	9/1	

Template for Reviewing Registered Tables by Students who have failed (Accumulative average of less than 2 and allowed to enroll up to 14 credit hours according to regulations)



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Student Name:			University Number	er:	Notes of tl	he academic advisor on t	he table registe:	red by the
Cumulative GPA:	MALL	nh,	Department:	nn, 0	student on	the system:	n _{thi}	nhu
Level.	Semester:	155 in	Academic Year	Sin	Sin	Sin	Sin	Sin

Courses registe	ered by t	he studen	t on the ac	ademic system	

Serial	Course Code	P13,	Course Name	nr.	Credit hours	Level
No.	USSIN	USIN	USSIN .	199	Sin	,
1						
2	2.	h .	2.	<i>b</i> .	2	,
3	MUSSI	MUSSI	MUSSI	MUS	Si.	
4	7	7)	7		,	M
5					\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	· >

ı												
?	Serial No.	Course Code	Course Name	Credi	"7/,							
	1											
9	2	2.	2.	2	2.							
6	3	Thu _{SS} ;	"Tryssia	BUSSI	MUSSI							
	4	"	*/	,	*/							
	5											

Table proposed by the academic advisor

I am the student:

University number ()

hereby declare that I will be committed to the registering courses proposed by my
academic advisor as described in this template in the above-mentioned semester and
that if I do not comply, I will be fully responsible for any decrease in GPA or time
discrepancies between The courses that prohibit their registration and thus
graduation delay.

Number of registered credits by the student on the academic system:

Number of units proposed to be registered by the academic advisor:

Name of Academic Advisor:

Date:

Signature:

Student Signature:

Notes: 1 - If there is a change on the student table registered on the system is filled out form and attached deletion and attached to the Unit of Student Affairs after signing.



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Stumbling student's Name

Serial







First Semester rate

14../14..H

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Second Semester rate

14./14..H

Number and percentage of students who passed the period of academic stumbling to the number of defaulters

Academic Number

College Dean		Su	pervisor of th	ervisor of the faculty academic guidance unit				Academic advisor's		
are stuml	bling Thus	Thussin	have stum	passed the bling stage	Thusin Ra	ation _{ussin}	Thusin	Thussin	nine	
	of students who	200	/ h	of students who	no	· />	n	no.	200	
4				c						
3 45 Sin	Thussin	MAUSSIN	MAUSSIN	MAUSSIN	Russin	Thus in	MAUSSIN	Thussin	Well	
2			^	<u>^</u>				^		
1	Sin	3/17	Sin		A C	Sin	-8/17	Sin		

Sample (7) form for the inventory and follow-up of the academic guide for students who have failed to study the students of his guidance group



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ege	Department Academic		Number of students Nu		Number of The Names Students defaulters academically		Cumulative average			
Secolle Colle		n,	guided by the advisor	students defaulting	N	University number	Name	n Snihussin	Specialty	Study level
)			
	no	n	n he	ne		200	20 - 20	200	200	no
450	.,5	· .	RUS TUSS	1745		17450	Thus The	1745	nys	17450
Ca	uses of stumbl	ino	1/2		10	1/2	'In	¹ / ₂	1/2	1/2

Causes of stumbling
Guidance methods
used in the treatment
of academic
stumbling

USS.	University number	Name of Students	Cumulative average	Signature of the student	Mobile number	
"/	"/	7		"	7	
The cumulative						
average for			X			
students in the						
next semester	nings.	July July	NRUS NATUS	NAUS NAUS	Why Why	
Sin	oln oln	3/1/2	10	3/17	SI	

Name of advisor

Supervisor Guidance Unit

Dean of the College