

 كلية التطبيقات الصناعية College of App. Ind. Tech. (CAIT)	CAIT FORM	
	First Session - Check List to Confirm Meeting with the Students, Specially New Enrolled Students	JU39-04-04-06/02

الجلسة الأولى - قائمة التحقق من مقابلة الطالب وفهم معلومات التوجيه،
خاصة الطلاب الجدد

Date:

**First Session - Checklist Form to Confirm Meeting with the Students,
Specially for New Enrolled Studentsⁱ**

Student Name:	Student ID:
<u>Name of Academic Advisor</u>			
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- knows the location of the advisor's office, email and office hours
- knows his schedule and the location of the classrooms and labs
- knows the job of registrar and policy of Adding/Dropping courses
- has a copy of student orientation pack or presentation
- Disciplinary Committee – Hearing
- understand the attendance policy (more than 25% denial) – Not sit the final exam Attendance form, and the Request form to sit for the Final Exam in case of Denial No Excuses (Excuses are included in the 25%)
Late students are allowed to attend
Warning (10%, 15%, 20%), Denial 25%
- understand the Student Discipline Policy and process (outfit, classroom behavior, cheating, safety, haircut, etc)
- Role of Survey (CES, SES, PES, PLOs)
- understand the Grade Policy (60% is passing grade, 95% A+, etc) and Grade Appeals
- understand the chain of communication in CAIT. The student should first discuss his issue with his instructor, then coordinator, then HoD, etc.
- understand the Study Plan (Academic Programs) and number of Credit Hours for graduation
- understand the importance of taking COOP in the first summer after selecting major
- understand where to find the form of exceptional case

<u>Student Signature</u>
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ⁱ The student should sign the checklist. The signed copy should be given to the Coordinator of Academic Advising Unit. A copy of the form should also be saved in the student's file.